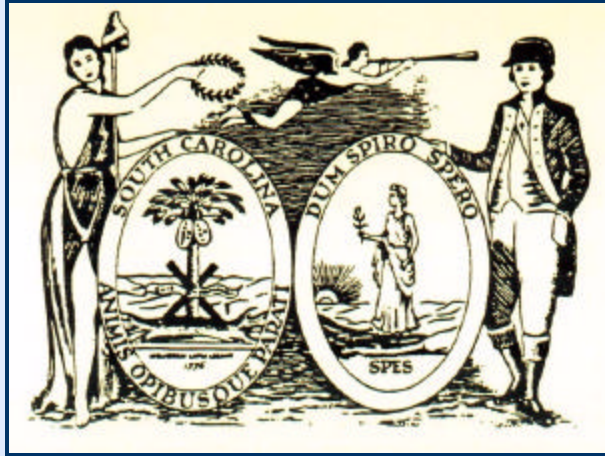


SC Budget and Control Board

General Services Division • State Fleet Management



State Vehicle Management Review FY2003

Presented to
The South Carolina General Assembly
and
The State Budget and Control Board

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Executive Summary

The last fiscal year was a period of challenges and achievements for the State Fleet. There were significant developments in the South Carolina Equipment Management Information System (SCEMIS) relating to the tracking of Manufacturer Recalls and the transmission of information via FTP on demand to management personnel. There was also an important change in the State Fuel contract, and SFM conducted an extensive inquiry into the cost implications of the purchase of Alternative Fuel Vehicles (AFVs). The State began to accrue AFV credits through the use of Biodiesel, and the SFM Web site was completely redesigned.

Operations

The term *Operations* covers every aspect of Fleet Management that doesn't pertain to Maintenance. This includes vehicle acquisition, utilization, assignment and disposal as well as regulatory functions such as the Fuel Card program, SCEMIS, and the State Fleet Safety Program.

Vehicle acquisitions were up slightly over FY02, partially because State agencies had begun to adjust to the budget cuts of the previous two years and decided that purchasing new vehicles made more financial sense than continuing to maintain older ones. The proportion of motor vehicles versus personal assignments improved slightly, and identification requirements were largely obeyed. In the regulatory area, the Fleet Fuel System contract was awarded to a new contractor in August 2002.

The South Carolina Equipment Management Information System (SCEMIS) was improved by the development of a module to track Manufacturer Recalls on State vehicles. The ability to send files to management personnel via FTP was also enhanced during this time.

The Van Driver Safety Course, developed in FY01 and deployed in FY02, continued to be a major success. It was popular with State agencies, particularly with those agencies that lease 15-passenger vans from SFM, and will continue to be offered in the future.

RECOMMENDATION 1

State agencies should carefully review requests for confidential tags and exemption from the seal identification requirement to ensure that such requests are justified and are in compliance with the Motor Vehicle Management Act.

RECOMMENDATION 2

State agencies should periodically examine the utilization of passenger-carrying vehicles to determine if they meet established criteria.

RECOMMENDATION 3

Changes in fuel card practices should be closely monitored to see that problems are corrected.

RECOMMENDATION 4

Agencies should pursue the purchase of AFVs in every situation where an AFV can be substituted for a regular vehicle, keeping in mind the acquisition requirements of EPCA 92, and as a minimum order the required number of AFVs from Model Year 2000 forward.

RECOMMENDATION 5

Future solicitations for bids on vehicles should include separate solicitations for Alternative Fuel Vehicles for those vehicle classes covered under EPCA 92. Efforts to identify sources and develop infrastructure for alternative fuels should be pursued, and an examination of their usability should be conducted.

RECOMMENDATION 6

Agencies not currently using the South Carolina Equipment Management Information System (SCEMIS) or an approved alternative system should become SCEMIS users.

RECOMMENDATION 7

The expansion, enhancement or replacement of SCEMIS should be pursued in the coming fiscal year.

RECOMMENDATION 8

When making new vehicle purchases, agencies should review their fleet composition and should purchase replacement vehicles having the lowest life-cycle costs, provided the vehicle can perform required tasks.

COMMENT:

Agencies should continue to monitor their vehicle purchases carefully to ensure that no unwarranted fleet growth occurs.

RECOMMENDATION 9

State agencies should continue to examine closely their optional vehicle equipment needs when ordering new vehicles. Agencies should order only those optional equipment items necessary for the vehicle to perform its intended task.

RECOMMENDATION 10

Agency heads should closely scrutinize all vehicle assignments made to individuals to ensure they are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor Vehicle Management Act. These assignments should be reported promptly to State Fleet Management in accordance with established procedures.

RECOMMENDATION 11

State agencies should periodically reexamine the assignment of all vehicles to ensure that the assignment of vehicles for the exclusive use of individuals is minimized and, if appropriate, reassign the vehicles to more productive uses, enlarge their respective motor pools, or dispose of the vehicles.

RECOMMENDATION 12

Agencies should regularly emphasize, and disseminate to their employees, information on the importance of abiding by all laws and directives concerning unauthorized and unofficial use when operating State vehicles.

RECOMMENDATION 13

Agencies should fully investigate all citizen concerns received concerning their vehicles, and should take appropriate corrective action when warranted.

RECOMMENDATION 14

Agencies should closely examine accident statistics to determine if any collision trends have developed and take the appropriate actions to remedy those situations.

RECOMMENDATION 15

State agencies should rigorously enforce the requirement that all routine operators of State vehicles take the eight-hour Defensive Driving course and, when needed, the four-hour refresher course, in order to promote safe driving.

RECOMMENDATION 16

State agencies should offer specialized training for drivers when they are required to operate significantly larger vehicles or special purpose vehicles.

Maintenance

Maintenance includes both repair and preventive maintenance. The Maintenance section of the Management Review also covers items such as the Maintenance Facility Certification Program, the Commercial Vendor Repair Program, and other cost saving measures.

State-owned Maintenance Facilities supported some 10,525 vehicles and 9,942 non-license-plated items in FY01 at a cost of \$28,865,736, or \$1,134 per item. This figure is the lowest Cost per Item Supported (CPI) since 1988, the first year the CPI was calculated.

While most agencies comply fully with our requests to report maintenance data, some do not, or they provide incomplete information. The result of this non-compliance is a dilution of accurate data in the Maintenance section of the Management Review. As stated in Recommendation 18, agency heads should insist that this information be collected and reported correctly.

The Commercial Vendor Repair Program (CVRP) continued to save the State money by providing access to lower repair and maintenance costs: in FY03, the estimated savings reached over \$3 million. More agencies should use the CVRP to arrange maintenance on their fleets, especially those agencies that do not operate maintenance facilities.

RECOMMENDATION 17

Agencies should periodically review their preventive maintenance program performance to ensure continued compliance with the State approved recommended guidelines.

RECOMMENDATION 18

Agency heads should insist that proper reports be submitted showing correct information.

RECOMMENDATION 19

Agencies should charge to equipment all direct and indirect shop operating costs, either through a fully burdened labor rate and/or a markup on parts, or a combination of both.

RECOMMENDATION 20

Agencies should immediately apply flat rate standards, where possible, when performing vehicle repair tasks. Technician hours should be monitored in order to find the actual productivity level of each technician.

RECOMMENDATION 21

Agencies should use the Commercial Vendor Repair Program as a way to reduce maintenance cost and control vehicle repairs.

Current Developments

The Current Developments section of the Management Review covers items which State Fleet Management foresees for the coming fiscal year. This year developments are underway in the areas of SCEMIS and the redesign of the SFM Web site. Further developments are expected in the use of Alternative Fuels (specifically Biodiesel) and the automated monitoring of State fuel supplies.

RECOMMENDATION 22

Efforts to identify sources of alternative fuels should be pursued. The State should encourage the development of an alternative fuel infrastructure.

History and Introduction

The Budget and Control Board's Division of Motor Vehicle Management was created by Executive Order of the Governor in 1975. The State Fleet Manager was appointed to prepare, promulgate, monitor, and enforce motor vehicle management regulations approved by the Board, and to provide active motor vehicle fleet management and technical assistance to all State agencies. In 1994, the Division was designated as a section of the Office of General Services and the name subsequently was changed to State Fleet Management (SFM).

The Division of Motor Vehicle Management was authorized by statute in Act 644 of 1978 (commonly referred to as the Motor Vehicle Management Act; see Appendix A). This Act assigns the responsibility for developing and administering a comprehensive fleet management program to the Board and addresses the areas of vehicle acquisition, assignment, identification, replacement, disposal, maintenance, operation, and safety. The Act also cites six specific objectives for the Board to achieve through its policies and regulations. These objectives are:

- 1) To achieve maximum cost-effective management of State-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions;
- 2) To eliminate unofficial and unauthorized use of State vehicles;
- 3) To minimize individual assignment of State vehicles;
- 4) To eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of State vehicles;
- 5) To acquire motor vehicles offering optimum energy efficiency for the tasks to be performed;
- 6) And to ensure motor vehicles are operated in a safe manner in accordance with a Statewide Fleet Safety Program.

The Act requires the State Fleet Manager to report annually to the Budget and Control Board and the General Assembly concerning the performance of each State agency in achieving

the major objectives of the Act. SFM takes several steps in preparation for publication of the Management Review. SFM sends questionnaires to each State agency operating motor vehicles, makes periodic on-site visits to the agencies, and provides, on a continuing basis, guidance and assistance to agency representatives concerning fleet management policies and procedures. However, while most agencies show a desire to maximize the efficiency of their fleets, not every agency takes advantage of the resources State Fleet Management offers in this area. In fact, some agencies fail to report any information about their fleets. Therefore this report is limited to the extent that accurate information was provided or otherwise available.

The Management Review is divided into three sections: Operations, Maintenance, and Current Developments. A status report for those areas of the State Fleet Management Program applicable to each section is included. Summary data regarding each State agency can be found in Appendix B, compliance levels in Appendix C and vehicle maintenance costs in Appendix I. Generally speaking, if large portions of an agency's information are blank in an Appendix, it means that we received no report or an incomplete report from that agency.

Agency compliance with the State Fleet Management Program can have a significant fiscal impact on the State. There are measures that SFM and State agencies can take to increase efficiency with regard to the State fleet; some of these measures are discussed in the *Review*. In addition, you will find that many of the recommendations are directed at State agencies. While SFM is responsible for developing and administering a comprehensive fleet management program, the agencies also have responsibility to place a higher priority on fleet management and to abide by the management policies, procedures, and principles of the program. Only a cooperative effort by SFM and other State agencies can meet the goal of achieving the most cost-effective management of the State fleet.

Operations

The provision of fleet management expertise and advice to State agencies is one of the primary responsibilities of SFM. The term “Fleet Operations” covers a number of areas, including vehicle identification, utilization, acquisition and disposal. These operational areas are addressed in detail below.

VEHICLE IDENTIFICATION

One objective of the Motor Vehicle Management Act is to eliminate unofficial and unauthorized use of State vehicles. It is an axiom within the governmental fleet management profession that one of the primary deterrents to unauthorized use is that vehicles be clearly marked as government property.

The Motor Vehicle Management Act provides that “...all State-owned motor vehicles [be] identified as such through the use of permanent State government license plates and either State or agency seal decals.” The Act further provides that the following types of vehicles may be exempted from these identification requirements:

- Those vehicles operated by law enforcement officers engaged in undercover law enforcement work.
- Those vehicles carrying human service agency clients in those instances in which the privacy of the client would be clearly and necessarily impaired by identification of the vehicle.
- Those vehicles exempted by the Budget and Control Board.

SFM has established controls to ensure that only appropriate vehicles are exempted from the above identification requirements. Agencies seeking exemption from the State government license plate requirement (and by definition from the State seal identification requirement) must complete SFM Form 179, which must be signed by the head of the requesting agency or his designee. Those exemptions sought under the law enforcement provision are reviewed by the Chief of the State Law Enforcement Division (SLED), who recommends approval/disapproval to SFM. Those seeking exemption under the other two exemption provisions send their requests directly to SFM. In all cases, the State Fleet

Manager, acting for the Board, makes the final decision concerning exemption from the SG license plate requirement.

There are cases in which the display of an SG plate is acceptable, but not display of a State or agency seal decal. These cases must fit one of the three exemption criteria described above. Agencies wishing to exempt vehicles from the seal identification requirement must complete SFM Form 7-84 and forward it directly to the State Fleet Manager for consideration. The vast majority of State-owned vehicles are marked with both the State government license plate and a State or agency seal decal. Of the 20,330 State vehicles reported in the FY2003 Management Review questionnaires, 17,894 carried the SG license plate. Additionally, 865 Highway Patrol vehicles carry the "HP" license plate and another 148 State Transport Police vehicles bear the "STP" plate. The remaining vehicles display confidential tags.

Figure 1 shows the most frequent justifications for non-SG ("Confidential") plates and exemptions from the State or agency seal decal identification requirement:

Figure 1: Identification Exemptions				
	Law Enforcement	Human Service	Other	Total
Confidential Tag	1,250	3	124	1377
Seal Exemption	4	2	26	33
TOTALS	1,254	5	151	1,410

Total Identification Exemptions remained nearly the same, up slightly from 1,407 in June 2001 to 1,410 as of 30 June 2002.

Recommendation 1: State agencies should carefully review requests for confidential tags and exemption from the seal identification requirement to ensure that such requests are justified, and are in compliance with the Motor Vehicle Management Act.

VEHICLE UTILIZATION

The issue of vehicle utilization is closely related to vehicle assignment, which is discussed in detail later in this section. SFM estimates that effective utilization of a passenger-carrying vehicle occurs when a vehicle accrues 1,200 miles per month (14,400 miles per year). Mileage alone is only one indicator of the need for a vehicle. There are many cases where vehicles will not accrue many miles but are, nevertheless, necessary (for example, a university building utility vehicle). However, mileage is a *rough indicator* of the need for a passenger-carrying vehicle.

In 1993, the Legislative Audit Council (LAC) found that:

“...329 (27%) of 1,198 permanently assigned vehicles we analyzed do not meet DMVM minimum annual mileage criteria for assignment.” “...408 (15%) of 2,731 motor pool and office vehicles we analyzed do not meet DMVM annual mileage criteria.”¹

In response to this LAC finding, a statewide committee, chaired by State Fleet Management, developed utilization criteria (Appendix M) keyed to both mileage and frequency of use.

Recommendation 2: State agencies should periodically examine the utilization of passenger-carrying vehicles to determine if they meet established utilization criteria.

STATE FUEL CARD PROGRAM

The State Fuel Card Program has continued to provide benefits to State agencies in terms of reduced diversion cost and increased flexibility in reviewing fuel purchases. The vendor provides a secure website that allows agencies to access their account information and download purchase information directly into their own computer systems. This feature offers agencies the ability to sort and manipulate data in their own spreadsheets. Agency Fleet Managers may then use the data to spot fueling trends or identify potential problems. State Fleet Management, in conjunction with the vendor, provides training to teach agency personnel how to access the Web site and retrieve their data.

¹ South Carolina Legislative Audit Council, A Review of State Government Motor Vehicle Resources, April 1993

The State Fuel System has continued to provide many benefits to State and local agencies. Employees are able to fuel their vehicles at State owned sites and at retail locations with one card having a Wright Express affiliation. The State has been very pleased with the detailed transaction data available using the Wright Express card.

The most significant development during FY03 was the change in providers for the Fuel System Contract. The Request for Proposals was issued in January 2002 and an Intent to Award was issued to Mansfield Oil in March 2002. Because of a vendor protest, the Intent to Award was suspended in April 2002. The Chief Procurement Officer denied all issues of protest and upheld the Evaluation Committee's selection. The decision of the Chief Procurement Officer was appealed to the Procurement Review Panel on May 6, 2002. The result of a hearing held on June 25, 2002 before the panel was that the contract was awarded to Mansfield Oil in August 2002.

Recommendation 3: Agencies should review fuel transaction data carefully to identify any fueling irregularities or potential abuse.

ALTERNATIVE FUEL VEHICLES (AFVs)

The State has continued to comply with AFV purchase mandates set forth in the Federal Energy Policy Act of 1992 (EPA 92). Under this legislation, State government fleets are required to make an increasing percentage of their light duty vehicle purchases AFVs. This year the requirement remains at 75% of the affected light duty vehicle purchases. To meet that purchase requirement, the State has primarily purchased vehicles that are either bi-fuel or flex fuel vehicles that can operate on regular gasoline or blended ethanol fuels (E-85). Totally dedicated AFVs are impractical due to the lack of alternative fuel infrastructure required to support such purchases. Rising purchase requirements and the limited production of certain types of AFVs have made compliance with the EPA 92 mandates increasingly difficult.

On 18 June 1999, the Federal government notified fleets covered under EPA 92 that they would be allowed to satisfy up to 50% of their AFV acquisition credit requirements through the use of Biodiesel fuel. This allowance became official in January 2001. Biodiesel is a renewable, non-toxic fuel derived from vegetable oils such as soybean and canola oil, as well

as recycled cooking oil. It can be blended with diesel fuel in any proportion or used in its pure form, and is commonly used in a 20% blend with petroleum diesel known as B20.

Efforts to use Biodiesel to generate AFV purchase credits have begun. The Department of Transportation has identified 18 State-owned fuel sites to switch over to Biodiesel. State Fleet Management plans to use the B20 product from May through August to generate approximately 100 AFV credits for use in satisfying the State's AFV purchase mandate.

Recommendation 4: Agencies should pursue the purchase of AFVs in every situation where an AFV can be substituted for a regular vehicle, keeping in mind the acquisition requirements of EAct 92, and as a minimum order the required number of AFVs from Model Year 2000 forward.

Recommendation 5: Future solicitations for bids on vehicles should include separate solicitations for Alternative Fueled Vehicles for those vehicle classes covered under EAct 92. Efforts to identify sources and develop infrastructure for alternative fuels should be pursued, and an examination of their usability should be conducted.

SOUTH CAROLINA EQUIPMENT MANAGEMENT INFORMATION SYSTEM (SCEMIS)

At the end of FY02, there were 29 State agencies and a total of 221 authorized users of the South Carolina Equipment Management Information System. In FY03, the number of agencies remained steady, while the number of users fell to 213. The number of authorized users, however, is not necessarily a reliable indicator of the number of people who actually use the system: a number of those users are service technicians who must be listed in the system so that their time can be charged to work orders. The decrease in the number of users is a result of the purging of former employees from the roster.

While State Fleet currently pays for client agencies to use SCEMIS, providing the system at no cost provides a tremendous benefit to SFM in the preparation of the Management Review and in the overall maintenance of the State Fleet. The information SCEMIS provides

is in a neat, orderly format, and it conforms to the manner in which SFM tabulates this information to manage the fleet.

Recommendation 6: Agencies not currently using SCEMIS or an approved alternative system should become SCEMIS users.

In FY2002, State Fleet examined the continued usefulness of SCEMIS as it related to our needs and those of our client agencies for the purpose of revising or replacing SCEMIS altogether. The useful life of most large-scale computer systems is no more than ten years, and this system has been deployed since 1994 (but with continual updates) and is showing its age. Newer technology could be used to deliver the system to end users, or the system might be replaced completely.

The result of our investigation, conducted broadly over a number of months and through formal and informal sources, shows that SCEMIS needs to be revised or replaced as soon as possible. Unfortunately, budgetary constraints have necessitated the postponement of any significant work toward replacing or even updating SCEMIS. It is hoped that if revenues increase and the budget crisis passes, State Fleet will be able to complete this process in FY04 or FY05.

Recommendation 7: The expansion, enhancement or replacement of SCEMIS should be pursued in the next feasible fiscal year.

VEHICLE ACQUISITION

The Motor Vehicle Management Act prescribes the following requirements that affect the acquisition and disposal of State-owned vehicles.

- Sect. 1-11-220 (a.) “to achieve maximum cost effectiveness [sic] management of State-owned vehicles....”
- Sect. 1-11-220 (e.) “to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.”

- Sect. 1-11-310 “The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated life-cycle costs.”

PURCHASING CYCLE/PROCEDURES

Each year, the Budget and Control Board’s Materials Management Office solicits bids from vehicle dealers for contracts on many different classes of motor vehicles. State contracts are binding and are mandatory for all State agencies and optional for all political subdivisions (city, county and regional governments) when making vehicle purchases.

The cycle begins in July, when the State Vehicle Specifications Committee reviews existing specifications for each class of vehicles. All technical specifications, including optional equipment to be included on vehicles ordered, are reviewed and adjusted as necessary. Once technical specifications have been revised and approved by the Committee, the Materials Management Office distributes these, along with Invitations to Bid, to prospective vendors located throughout the State.

Bids are received and evaluated and contracts are awarded in September and October. Contracts for large vehicles (those vehicles over 10,000 GVW) are awarded to those vendors who submit the lowest bid within class. However, contracts for vans, light trucks, and sedans are awarded for those vehicles, within class, which have the lowest anticipated life-cycle costs.

Once contracts are awarded and published, eligible entities begin to submit their orders for new vehicles. Cities, counties, and other eligible entities submit purchase orders directly to the appropriate vendors. State agencies must submit purchase orders to State Fleet Management, which ensures that the orders are in compliance with applicable policies. SFM amends and/or approves the orders, and forwards them to the appropriate vendor. State Fleet does not review purchase orders for the Department of Education’s school buses and service vehicles. Several issues concerning vehicle acquisitions are discussed below.

COMPOSITION OF STATE FLEET

SFM has developed several policies and procedures designed to ensure that State agencies “...acquire motor vehicles offering optimum energy efficiency for the tasks to be performed,”

while complying with Federal mandates on Alternative Fuel Vehicles. This legislative mandate implies that agencies should purchase smaller, more fuel efficient vehicles, as long as these vehicles can adequately perform their intended mission.

In the acquisition process, State Fleet Management converts EPA fuel mileage estimates to a "Life Cycle" monetary figure in order to assign a weighted advantage to fuel efficient vehicles. SFM purchases vehicles with the lowest anticipated life cycle costs **within class**. SFM has a long-standing policy that existing vehicles must be replaced with vehicles of equal or smaller size. Requests to increase the size of replacement vehicles must be fully justified by agency directors. As budget cuts loomed on the horizon during the latter part of FY2001, SFM took a hard look at the recommended retention and disposal schedules. Some adjustments to these schedules may be necessary during the hard times ahead.

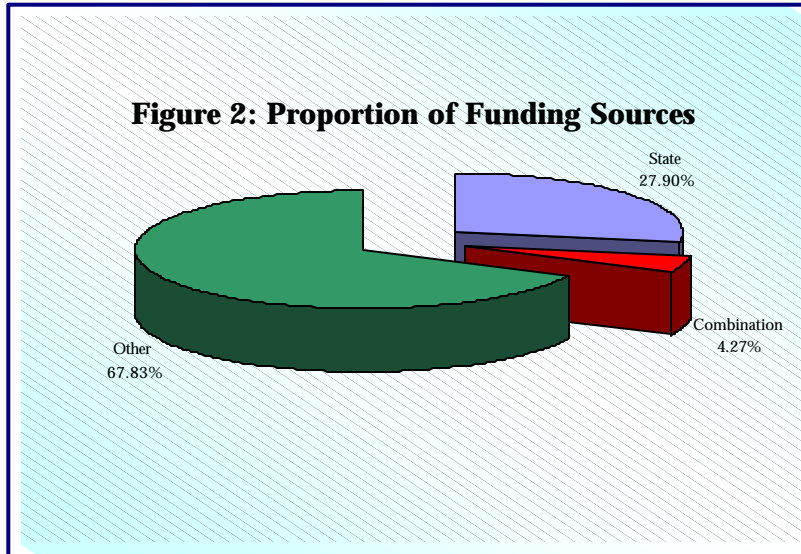
In the Energy Conservation and Efficiency Act (ECEA) of 1992, the General Assembly mandated that the Standard Fleet Sedan/Station Wagon be a compact model, with the Special Fleet Sedan/Station Wagon to be an intermediate model. The Assembly expressly forbade the purchase of full-size sedans or station wagons for non-law enforcement use (with certain exceptions). Accordingly, SFM removed these types of vehicles from the State contract listing effective with the 1993 model vehicles. This action has "downsized" the agency non-law enforcement sedan/station wagon fleets over time. Appendix G shows a detailed listing by agency of the size and composition of the State sedan/station wagon fleet as of 30 June 2003. Close examination of this information shows which agencies have made progress in downsizing their fleets.

Recommendation 8: When making new vehicle purchases, agencies should review their fleet composition and should purchase replacement vehicles having the lowest life-cycle costs, provided the vehicle can perform required tasks.

SIZE OF STATE FLEET

In FY 2003, the State fleet consisted of 20,330 vehicles (including school buses and service vehicles operated by the Department of Education), with an acquisition value of over \$460 million. The number of vehicles in the State rose in small increments from FY97 through FY00 (see Appendix F, Analysis of Fleet Growth), but declined considerably thereafter because of budget cutbacks.

In FY03, the State purchased 918 vehicles at a cost of \$19,448,802.15. Individual agency vehicle purchases, categorized by source of funds, are shown at Appendix D. Of a total of \$19,448,802.15 spent for vehicles in FY03, 5,427,436.21 (31.88%) came from State appropriated funds. Some \$830,576.01 (8.57%) came from a combination of State and other funds, and the remaining \$13,190,789.93 (59.55%) came from other funds (mostly Federal money).



To discharge its legislative mandate to "...achieve maximum cost-effectiveness management of State-owned motor vehicles...", SFM has the responsibility of ensuring that State agencies have an adequate, but not excessive, number of vehicles in their respective fleets. Orders for new vehicles must be

accompanied by a Request to Dispose of an existing State vehicle. This procedure was designed to preclude unwarranted fleet growth. Written justification must accompany orders for fleet additions.

Acceptable justifications for additional vehicles include:

- ◆ Program growth
- ◆ New mission
- ◆ New employees

Additionally, agency directors are required to certify that the agency has no existing vehicles available to reassign to meet the new requirement. Vehicles designated for disposal must meet age/mileage criteria established by SFM (Appendix E).

Comment: Agencies should continue to monitor their vehicle purchases carefully to ensure that no unwarranted fleet growth occurs.

OPTIONAL EQUIPMENT

To ensure that State funds are not spent unnecessarily, the State Vehicle Specifications Committee annually reviews the equipment that should be bid as “standard” on the various classes of State vehicles. This equipment is recommended to the State Fleet Manager, who decides what should be included as standard on the vehicle. While this “standard equipment” varies widely between classes of vehicles, the following items are considered “standard” on State-owned passenger-carrying vehicles:

- | | |
|---|---|
| <input type="checkbox"/> Air conditioner | <input type="checkbox"/> Tinted glass |
| <input type="checkbox"/> AM/FM stereo radio | <input type="checkbox"/> Rear window defogger |
| <input type="checkbox"/> Power brakes & steering | <input type="checkbox"/> Automatic transmission |
| <input type="checkbox"/> Power door locks | <input type="checkbox"/> Cruise control |
| <input type="checkbox"/> Intermittent windshield wipers | |

If the agency certifies that other optional equipment is required for the employee to perform his or her duties, and submits appropriate justification, this additional optional equipment may be paid for with agency funds. If the equipment is for the convenience of the employee, it may be approved, provided the employee pays for it in advance with personal funds.

While most agencies comply with the limitations placed on the purchase of optional equipment, some do not. The most frequently ordered additional equipment includes:

- ☐ Larger engines
- ☐ Power windows and seats
- ☐ Cassette players

Non-essential optional equipment purchases went from 134 items costing a total of \$23,811.00 in FY02 to 126 items costing a total of \$57,259.41 in FY2003. While this represents fewer items, the total cost for those items increased.

Recommendation 9: State agencies should continue to examine closely their optional vehicle equipment needs when ordering new vehicles. Agencies should order only those optional equipment items necessary for the vehicle to perform its intended task.

ASSIGNMENT OF VEHICLES/COMMUTING

State vehicles serve many purposes, and the different types of missions require different types of assignments. Some vehicles are designated for use exclusively by one person, while others are assigned to a motor pool, where individuals can check them out for shorter assignments. These are the assignment types in more detail:

Individual Assignment

One objective of the Motor Vehicle Management Act is to minimize the individual assignment of State vehicles. The Budget and Control Board has developed assignment criteria to determine when an individual assignment should be made. The criteria, established in 1982 through Administrative Regulation 19-603 (later changed to Budget and Control Board Policy Directives) are:

- 1) Travel requirements of an appropriate number of miles as determined by the Board;
- 2) Vehicles required for the individual use of the Governor and statewide elected officials;
- 3) Full-time line law enforcement officers;
- 4) Vehicles essential to the performance of official duties by individuals whose remote location or total official use are such that they preclude shared use;
- 5) Highly specialized vehicles and heavy equipment requiring training or technical skill; and
- 6) Circumstances, as determined by the agency head, which warrant individual assignment in the best interest of the State.

Section 1-11-270 of the 1976 code reads:

“Section 1-11-270. (A) The board shall establish criteria for individual assignment of motor vehicles based on the functional requirements of the job, which shall reduce the assignment to situations clearly beneficial to the State. Only the Governor, statewide elected officials, and agency heads are provided a state-owned vehicle based on their position.

(B) Law enforcement officers, as defined by the agency head, may be permanently assigned state-owned vehicles by their

respective agency head. Agency heads may assign a state-owned vehicle to an employee when the vehicle carries or is equipped with special equipment needed to perform duties directly related to the employee's job, and the employee is either in an emergency response capacity after normal working hours or for logistical reasons it is determined to be in the agency's interest for the vehicle to remain with the employee. No other employee may be permanently assigned a state-owned vehicle, unless the assignment is cost advantageous to the State under guidelines developed by the State Fleet Manager. Statewide elected officials, law enforcement officers, and those employees who have been assigned vehicles because they are in an emergency response capacity after normal working hours are exempt from reimbursing the State for commuting miles. Other employees operating a permanently assigned vehicle must reimburse the State for commuting between home and work.

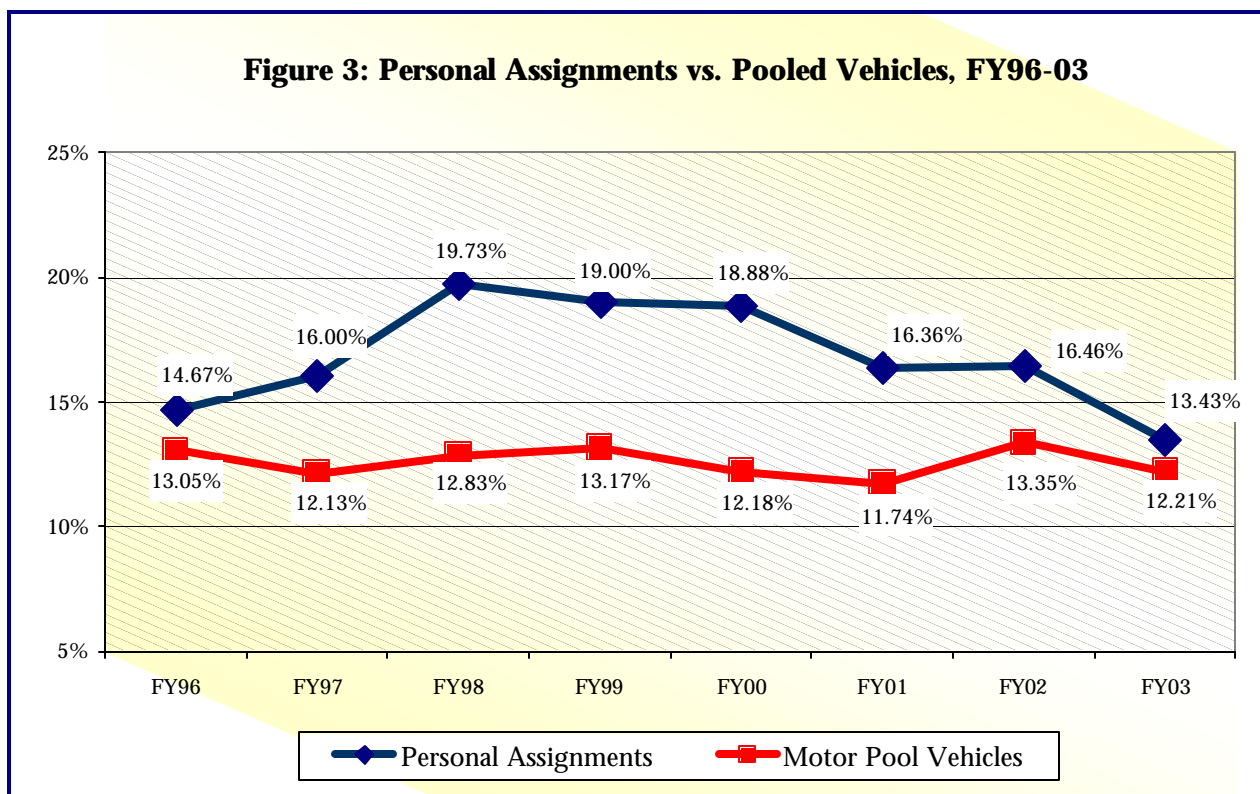
(C) All persons, except the Governor and statewide elected officials, permanently assigned with automobiles, shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed. However, trip logs must not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs."

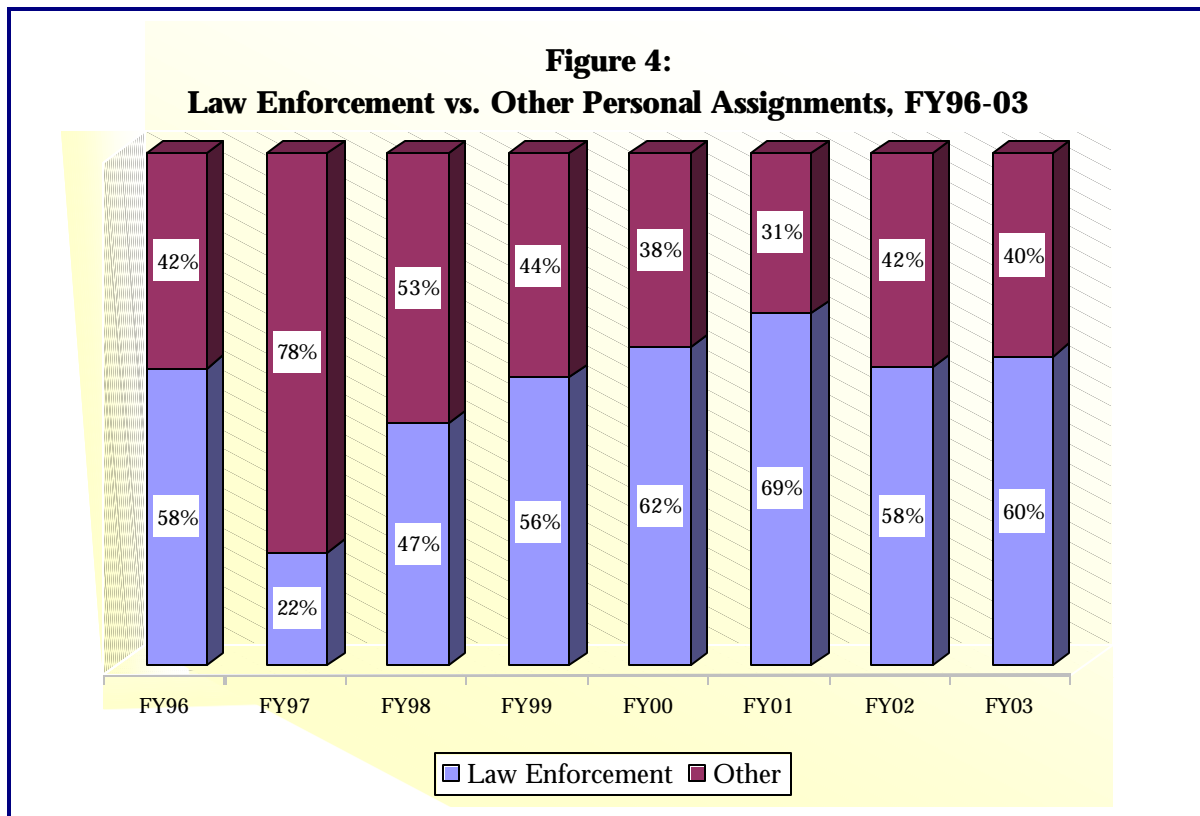
This year, agencies reported 2,733 permanently assigned vehicles (1,650 law enforcement and 1,434 other), a decrease of 715 (20%) from those reported in FY02. Some of this decrease can be attributed to a proactive effort by the SFM Compliance and Analysis Team to update the Permanent Assignment records with our client agencies. However, there appears to be a sizable real decrease in Permanent Assignments as well. Reports from agencies on the number of individuals authorized to commute indicate that this number sank to 2,129 – a decrease of 198 (8.5%) from those reported in FY02.

Recommendation 10: Agency heads should closely scrutinize all vehicle assignments made to individuals to ensure they are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor Vehicle Management Act. These assignments should be reported promptly to State Fleet Management in accordance with established procedures.

Motor Pool Assignment

The most inefficient use of a fleet vehicle generally occurs when it is assigned for the exclusive use of one individual. Conversely, the most efficient use of a vehicle generally occurs when it is pooled for the use of many persons. In FY03, 12.2% (2,479) of the State fleet was pooled. This represents a normalization after last year's increase in efficiency to 13.4%. At the same time, however, permanent assignments declined significantly, diving from 16.4% of the fleet in FY01 to 13.4% in FY03. Appendix B shows the size of various agency motor pools and the total number of personal assignments. Appendix C shows whether agencies complied with regulations governing personal assignments and motor pools. While personal assignments outnumber pooled vehicles every year, it is instructive to keep in mind that a large percentage of personal assignments are for full-time, line duty law enforcement (see Figures 5 and 6).





Program or Section Assignment

The remaining 70% of the fleet, while not assigned to one individual for exclusive use, may be reserved for the use of only one section, or two or more individuals, or may be restricted in use because of the task-specific design of the vehicle.

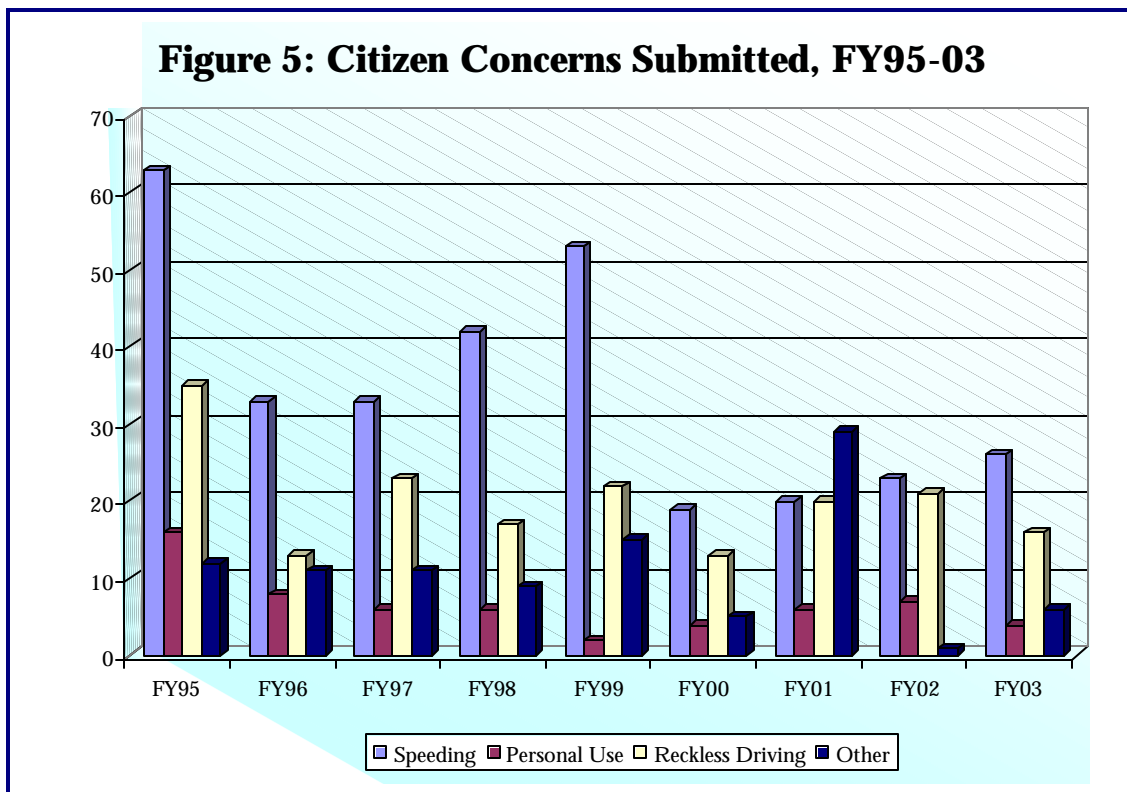
Recommendation 11: State agencies should periodically reexamine the assignment of all vehicles to ensure that the assignment of vehicles for the exclusive use of individuals is minimized and, if appropriate, reassign the vehicles to more productive uses, enlarge their respective motor pools, or dispose of the vehicles.

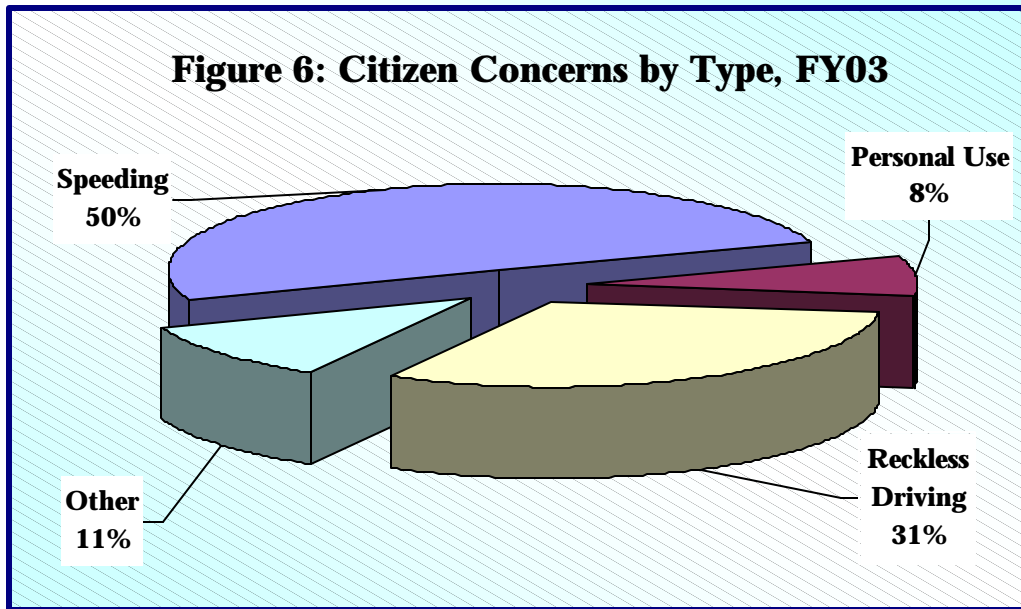
VEHICLE USE AND "CITIZEN CONCERNS"

The Motor Vehicle Management Act directs the Budget and Control Board to eliminate unofficial and unauthorized use of State vehicles. To accomplish this objective, the Board has issued directives regarding vehicle use, provided examples of authorized and

unauthorized use, and developed a citizen concern process by which the public can submit citizen concerns alleging misuse of State vehicles.

Figure 5 summarizes the citizen concerns received by SFM from FY95 through FY03. After a sharp spike in the number of citizen concerns received in FY99, concerns dropped off steeply in FY00. This year, speeding concerns continued to make up a plurality of reports, representing 26 (50%) of the 52 citizen concerns received. Reckless driving citizen concerns were in second place at 16 (31%), while there were only four citizen concerns that State employees were using vehicles for their own personal business. "Other" citizen concerns rose from one to six (11% of citizen concerns). Because the citizenry may not know the whole of a situation, employees must always be on their best behavior and avoid even the appearance of impropriety in their use of State vehicles.





When SFM receives a citizen concern, it forwards a letter and a form detailing the citizen concern to the head of the agency responsible for the vehicle cited. The letter asks the agency head to investigate the concern and notify SFM in writing of the results. While some agencies are diligent in their investigations, others are less than enthusiastic about following up.

It is important that agencies fully investigate citizen concerns. As public servants, it is incumbent upon State agency directors to hold their employees accountable for their actions, especially when it is determined that the employees did not conduct themselves in a professional manner. Since State employees make convenient targets for public scorn, it is vitally important that they observe the law and policy when operating highly visible State vehicles. For many citizens, the only time they see State employees is while the employees are driving State vehicles. Disregard for law and policy serves only to create a negative public perception.

Recommendation 12: Agencies should regularly emphasize, and disseminate to their employees, information on the importance of abiding by all laws and directives concerning unauthorized and unofficial use when operating State vehicles.

Recommendation 13: Agencies should fully investigate all citizen concerns received concerning their vehicles, and should take appropriate corrective action when warranted.

VEHICLE REPLACEMENT

SFM developed a fleet cycling policy (see State Vehicle Replacement Criteria at Appendix E) which is designed to ensure that the State fleet is managed in the most cost-effective manner possible. Vehicle replacement criteria were reexamined in FY96, and a quantitative regression analysis showed that the life cycle of several classes of vehicles could be extended. This extension was affected by:

- ◆ Significant price increases for new vehicles
- ◆ Better agency preventive maintenance programs
- ◆ Improved quality of new vehicles

The cycling policy is flexible, and adherence to it is largely dependent on each agency's funding status in any given year. Also, if a vehicle is declared excess to State agency requirements, early disposal is an option. Furthermore, many agencies will have a hard time replacing any vehicles in the coming fiscal year (and possibly for the foreseeable future) because of budget cutbacks. Therefore, State Fleet relaxed the disposal schedules in FY02 for certain vehicles and for certain agencies particularly hard pressed by the budget situation. State Fleet Management periodically conducts new studies of vehicle replacement criteria, and another life-cycle study is scheduled to be finished in calendar year 2003.

VEHICLE DISPOSAL

Every vehicle listed in the South Carolina Equipment Management Information System (SCEMIS) is tracked from Purchase Order through disposal. While the vehicle is active, it bears a continually updated residual value that is meant to be used as a benchmark for disposal. Thus, when the vehicles are disposed, SCEMIS can compare the sale price to the residual value and try to establish a benchmark for what percentage of residual value we should recover.

STATE FLEET SAFETY PROGRAM

The State Fleet Safety Program was established in March 1987 to comply with Section 1-11-340 of the Motor Vehicle Management Act. The purpose of the program is to **“minimize the amount paid for rising insurance premiums and reduce the number of accidents involving State-owned vehicles.”** In February 1992, the Board approved two major new provisions that require law enforcement agencies to provide written guidelines and training programs regarding operation of emergency vehicles, and allow agencies more flexibility in imposing periods of suspension for repetitive “at fault” State vehicle accidents. The program contains five major provisions. The following is a summary of each of the provisions:

QUARTERLY ACCIDENT SUMMARY REPORT

All agencies are required to submit quarterly Accident Summary Reports. Some two thirds of State agencies submit their reports as required. During the first two years of the program, the number of accidents reported rose over 10% each year. The large increases resulted primarily from improved reporting requirements. The State Fleet’s Accident Frequency Rate from FY91 to FY03 is shown in Figure 7; individual agency accident data from FY03 is shown at Appendix J.

Recommendation 14: Agencies should closely examine accident statistics to determine if any collision trends have developed and take the appropriate actions to remedy those situations.

ACCIDENT REVIEW BOARDS

All agencies are required to operate an Accident Review Board (ARB). While most of the agencies have implemented an ARB of some type, the quality of reviews ranges from those which meet all the requirements of the Fleet Safety Program to informal ARBs composed of one or two employees who occasionally review accidents occurring in their agencies. Agencies’ ARBs have the discretion to find drivers at fault and determine corrective actions to be taken in consideration of their own agency’s environment. Therefore, there are variations among agencies in the imposition of penalties and recommended corrective actions.

The Budget and Control Board has issued guidelines regarding the responsibilities of an Agency Accident Review Board, as well as the minimum corrective actions that are recommended to be taken under varying circumstances. Where agencies provide the maximum management support to the ARB process, the Fleet Safety Program is significantly enhanced.

DRIVER SELECTION AND SCREENING

Nearly four out of five State agencies have established procedures for annual screening of the Motor Vehicle Records of all agency employees who have occasion to drive State-owned vehicles. Occasionally agencies find through the screening process that some employees are operating State vehicles without a valid driver's license. The State has a responsibility to ensure that its drivers are licensed. Failure to keep unlicensed drivers from driving State vehicles not only puts the State at risk in the event of accidents involving those drivers, it also subjects the citizen at large to an unnecessarily increased accident risk.

PREVENTIVE AND REMEDIAL DRIVER TRAINING

During the first three years of the program, emphasis was placed on the 8-hour driver training course (the DDC-8, or Defensive Driving Course, or the DIP-8, or Driver Improvement Program). However, the program provides for employees to participate in a 4-hour refresher course every three years once they have completed the initial 8-hour course. There should be a significant increase in the number of employees attending the 4-hour refresher course; however, this is not occurring. The lack of certified instructors and training resources in some agencies for the 4-hour refresher course appears to be the primary reason. Agencies which have their own instructors have kept pace with the need to train employees, while those without their own instructors have not. Several agencies lacking the necessary in-house training assets have discussed ways to supplement their training programs. This initiative is expected to lead to an increase in driver safety training in future years.

Recommendation 15: State agencies should rigorously enforce the requirement that all routine operators of State vehicles take the eight-hour Defensive Driving course and, when needed, the four-hour refresher course, in order to promote safe driving.

It is very important that any training program address the needs of State agencies. After examining the SFM statistical data for FY00, a trend was discovered that revealed a disproportionate number of van collisions. To address this need, those who must drive vans should receive special training before they get behind the wheel.

During FY03, the SFM Compliance and Analysis Team continued to deliver the Van Driver's Safety Course to address the elevated rate of at-fault accidents involving 15-passenger vans. The course is taught on a real driving range and uses hands-on training methods accompanied by classroom instruction. Over the next several years, as the course is deployed and more and more van drivers are trained, SFM will track these accidents to determine the effectiveness of the program. Deployment of the course began in August 2001; the course was delivered 11 times during FY02 to a total of 124 students. In FY03, the course continued to grow in popularity: it was delivered 19 times to a total 261 students, including three sessions held at the Citadel in Charleston and one at Coastal Carolina University in Conway.

Recommendation 16: State agencies should offer specialized training for drivers when they are required to operate significantly larger vehicles or special purpose vehicles.

SAFE DRIVING INCENTIVE AWARDS PROGRAM

The Fleet Safety Program provides for both employee safe driving awards and agency awards. The employee safe driving awards program has shown remarkable growth. The awards were presented to 486 employees in 1986 as compared to over 2,000 in each of the last seven years. The 4,499 employees who received awards for FY03 came from 19 agencies participating in the program. Another 960 employees received special awards for accident-free driving (for periods of five, ten or more years). While participation is recommended, it is not required under the Fleet Safety Program. Obviously, as evidenced by the increase in recipients between 1986 and 2002, participation in this program is increasing.

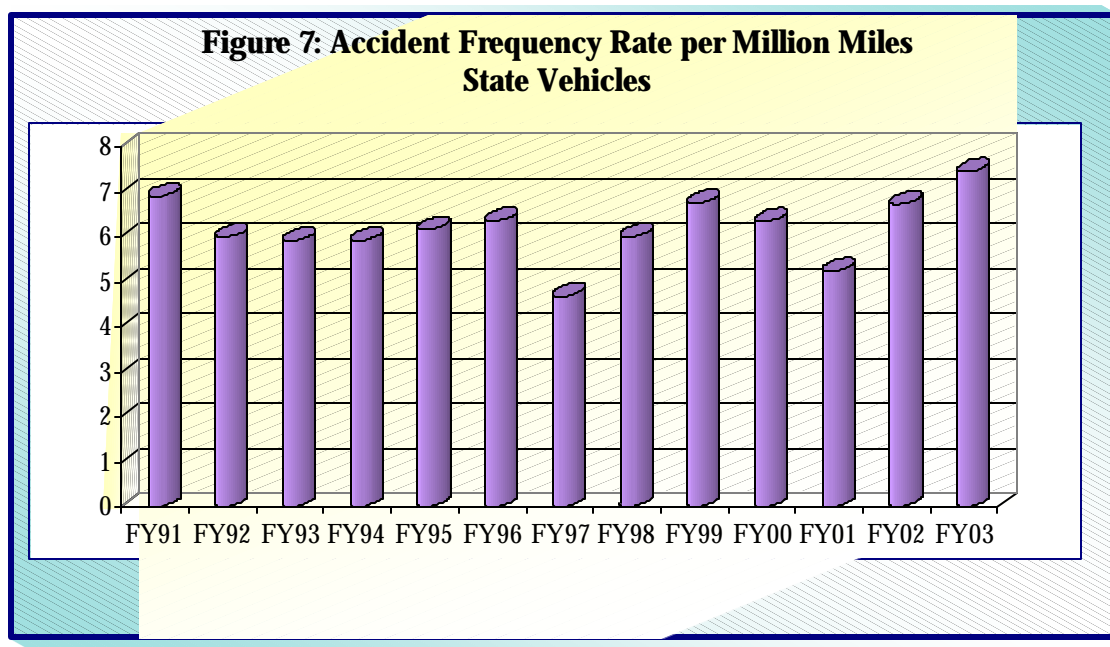
Agency awards are given to the best large, medium and small agencies, as well as to the most improved agency. (Note that the "size" of the agency refers mainly to the number of

vehicles in its fleet.) The awards are presented to those agencies that have been the most effective in administering the State Fleet Safety Program. Competition for the agency awards is increasing, especially among those agencies that are taking a proactive approach to vehicle safety. Winners of the awards this year were:

- **Most Improved Agency:** South Carolina School for the Deaf and Blind
- **Best Large Agency:** South Carolina Department of Corrections (AFR: 2.38)
- **Best Medium Agency:** Vocational Rehabilitation Department (AFR: 1.53)
- **Best Small Agency:** Lander University (AFR: 0.00)

The State Fleet Safety Program has made significant progress toward achieving the established objectives, and results in significant savings to the State. The State fleet traveled 129,110,000 miles during FY03 and posted an Accident Frequency Rate (AFR) of 7.46 accidents per million miles.

It is interesting to note that during FY03 8,143 State employees successfully completed the Defensive Driving Course, the Van Driver Safety Course or the Driver Improvement Program.



Section III: Maintenance

Section 1-11-220 of the SC Code of Laws required the development of a comprehensive State Fleet Management Program addressing several areas, including maintenance. Section 1-11-290 requires the Board to promulgate rules and regulations governing the operation of State vehicle maintenance facilities. These statutory areas (rules and regulations) were established to include provisions for:

- Purchasing of supplies and parts;
- An effective inventory control system;
- A uniform work order and record-keeping system assigning actual maintenance cost to each vehicle;
- Preventive maintenance programs for all types of vehicles;
- Cost-effective facility operations;
- OSHA and EPA standards; and
- Shop Safety.

In response to the general requirement of Section 1-11-220, SFM developed several maintenance policies and procedures applicable to all agencies operating State vehicles, *regardless of whether the agency had its own maintenance facility*.

In June 1985, the General Assembly adopted regulations 19-630 through 19-633 to ensure that agencies *operating State vehicle maintenance facilities* were complying with the minimum requirements of the Act. South Carolina Budget and Control Board Policy Directives, Subarticles 2-1 through 2-4, have now replaced these regulations. These regulations directed the development of a manual for the operation and certification of all State vehicle maintenance facilities. SFM developed a manual and, before publication, circulated it through agencies owning maintenance facilities. This manual is referred to as the *South Carolina Maintenance Facility Certification Program*.

AGENCIES WITHOUT MAINTENANCE FACILITIES

In July 1988, SFM notified all agencies owning vehicles that effective January 1, 1989, they were to implement and maintain cost per mile (CPM) data according to a published formula. The maintenance part of the management review questionnaire for FY03 addressed many maintenance related issues. Some specific questions addressed were:

- Time and mileage intervals for preventive maintenance;
- engine oil changes by type of vehicle;
- whether current procedures incorporate a method by which previously applied parts or repairs could later be identified by component and type of vehicle;
- the current type of management information system, and whether it enabled the agency to maintain Maintenance Cost Per Mile (MCPM) by vehicle and by category of vehicle;
- actual funds expended for maintenance by vehicle type;
- and where vehicles were taken for maintenance and repair services.

Agencies generally reported having their vehicles repaired and serviced commercially, by another state-owned maintenance facility, or by their own maintenance facility. Agencies that do not service their vehicles in-house or use another state-owned facility should consider using the **Commercial Vendor Repair Program (CVRP)**. This program not only saves money but also provides a means to receive reimbursement or extended warranty from manufacturers. The full benefits of the CVRP are detailed later in this section.

Most agencies are performing their maintenance and lubrication services in accordance with the published guidelines. However, for those agencies that are not performing the **PM services** in accordance with the guidelines shown below, they should consider doing so.

All vehicle manufacturers recommend service intervals that will ensure the vehicle is serviced at a regular interval, by either months or mileage, whichever comes first. They usually will recommend one of two intervals, Severe Service or Normal Service, based on the way the vehicle is operated or the conditions in which the vehicle is operated. Over-maintaining a vehicle can be as expensive as under-maintaining. Managers must be aware of the service intervals and choose one that is consistent with the conditions in which the

vehicle is operated and will ensure that components are not wearing prematurely because of the lack of service.

Recently, many manufacturers have extended the recommended time interval for Preventive Maintenance to 12 months instead of six. Some manufacturers, however, still recommend six to twelve months or 5,000 to 7,500 miles, whichever comes first, for cars and light vehicles operating under normal conditions.

In order to standardize the Preventive Maintenance (PM) intervals recommended by manufacturers, in January 2002 SFM changed the time interval for the **normal service** to 12 months or 5,000 miles. This new system has been in effect for over one year and has started to save funds and resources. The State PM interval for vehicles in **severe service conditions** (police sedans, delivery vehicles etc.) is 3 months or 3,000 miles but no later than 4,000 miles. The severe service module remained the same. The PM module in SCEMIS was rewritten to include this change. Diesel engines normally require much more oil than gasoline engines and may require a different PM interval, so two different PM schedules were developed based on the engine oil capacity.

The recommended State PM intervals give Agency fleet personnel the ability to adjust vehicles to the PM interval that will be best for the particular vehicle and its mission. Agencies are allowed the necessary flexibility so state vehicles can be scheduled for proper PM. Vehicles are considered serviced on time if the service is applied within 10% of time or mileage it is due. In order to ensure the vehicle is properly maintained, a PM service may be advanced at any time the owning agency deems it necessary due to operational conditions. For certain diesel engines, when certain oils or products are used, manufacturers have specified extended engine oil drain intervals. The manufacturer's recommendation should be applied if it is radically different from those outlined above.

A PM service is much more than an oil change. The PM and oil change should be scheduled together if possible, even if one has to be advanced. At a minimum, during each PM service, the technician should change the engine oil and filter, check all vehicle safety items, ensure all components are operational and tight, replenish fluid levels, inspect the belts, hoses and tires, and rotate the tires if necessary. It is desirable to perform a more in-depth inspection at least once a year or every 12,000 to 15,000 miles. This includes inspecting the brake

lining and/or pads, rotating the tires, and performing a general overall check on the vehicle in order to avoid costly future repairs. Scheduling a PM service ensures that the service can be performed within the 10% time frame, rather than when a vehicle breaks down and has to be repaired quickly.

Recommendation 12: Agencies should periodically review their preventive maintenance program performance to ensure continued compliance with the State approved recommended guidelines.

Many agencies are maintaining **maintenance** cost per mile data **manually** on their vehicles. In most cases, this method is outdated and allows fewer management options than an automated system. However, **after analyzing the questionnaires, it is apparent that reporting still has much room for improvement. Some agencies are not reporting and some others are not submitting cost data as required.** For those agencies not reporting (see appendix I for agencies with vehicles and no maintenance costs or in some cases miles), they are causing incorrect data to be reported to the legislature and other governing bodies.

Recommendation 13: Agency heads should insist that proper reports be submitted showing correct information.

COMMERCIAL VENDOR REPAIR PROGRAM

In 1989, SFM implemented the Commercial Vendor Repair Program (CVRP), which established competitive repair and service agreements or parts and labor agreements with commercial vendors statewide. These agreements establish competitive prices for preventive maintenance services, repair parts, and labor, with commercial repair shops in each city having a concentration of State vehicles. In FY03, SFM had more than 600 vendors in South Carolina covering all 46 counties. Many counties have several vendors, making it more convenient to obtain repairs or service. SFM solicits bids from vendors statewide. When the vendors submit bids, they are rated based on their competitiveness. Bids that are not competitive are rejected, and the bidder is notified that he or she may bid the next time bids are solicited. SFM solicited new bids in April 2003 for agreements for the next three years. The previous agreements have been in effect for five years with very little price increase.

There are numerous examples in which SFM has received refunds from a manufacturer for vehicle repairs that were outside the standard warranty period. In many instances, the manufacturer has extended warranties for the State due in part to their policy of "Good Will adjustments," because of the historical information that is generated by the CVRP and SCEMIS and to some extent because of their desire to continue to do business with the State. Some invoices reviewed by SFM during requests for reimbursement from the original manufacturer indicate that many repairs may have been overcharged or were unnecessary. This is generally prevented when repairs are performed under the CVRP. The following is a list of services that may be beneficial to agencies:

1. Savings realized through knowledge of frequently changing warranties.
2. Ensuring repairs eligible for warranty are covered at no charge.
3. Confirming field repairs are necessary before repairing.
4. Directing the vehicle operator to the most responsive facility, with the best price for the type repair or service needed.
5. Electronically capturing complete data on repairs by coding the type of repair directly into SCEMIS, allowing instant access to vehicle repair information.

6. Using repair history from SCEMIS to approve or decline repairs.
7. Reduction of administrative workload by agencies fully participating while still having easy access to fixed, operational, maintenance, and total cost per mile data.
8. Instant access to repair services statewide, for vehicle operators traveling away from their home office through the CVRP toll free 800 number.
9. The ability to keep up with programs and recalls published by the manufacturer and apply them when the vehicle is in for other repairs.

Most agencies have only a few of the same type vehicle; therefore inter-agency trends are often difficult to ascertain. By using the CVRP, which services hundreds of vehicles of the same type, small and large agencies can achieve equal maximum savings from these services. Since FY91, SFM has offered participation in this program to other State agencies. The Program continues to grow and reduce vehicle maintenance costs. At the end of FY03 34 agencies were participating in the Commercial Vendor Repair Program. SFM started in FY 2002 to market its CVRP services to other local governmental agencies.

In FY03 the CVRP saved the State over \$3,031,058.00 in maintenance costs for the 4,399 vehicles supported on a full time basis. This does not include savings in the Accident Repair Program, where it is estimated that the CVRP saved an additional \$145,217.00.

Recommendation 14: Agencies should use the Commercial Vendor Repair Program as a way to reduce maintenance cost and control vehicle repairs.

COMPLIANCE REVIEW METHODS FOR MAINTENANCE

SFM reviews State agencies for maintenance compliance (maintenance of State vehicles and operation of State vehicle maintenance facilities) in one of two ways:

- Agencies *not operating maintenance facilities* are reviewed during the annual Management Review process. SFM conducts this review by questionnaire.
- Agencies *operating State vehicle maintenance facilities*, which must also comply with the requirements of the South Carolina Maintenance Facility Certification Program, are scheduled for review at various times throughout the fiscal year. The agencies are reviewed through one of the following methods.

On-site reviews for:

- All facilities that received a rating of **borderline meets** or **unsatisfactory** the prior year.
- All other facilities not receiving a rating of **meets** or **outstanding** for the last three years. This will include any new facility.
- Other facilities where there is a new shop supervisor since the last on-site review.
- Each year, at least one third of the remaining facilities (randomly selected) will receive an on-site review.

Review via questionnaire for:

- Facilities not included in on-site reviews

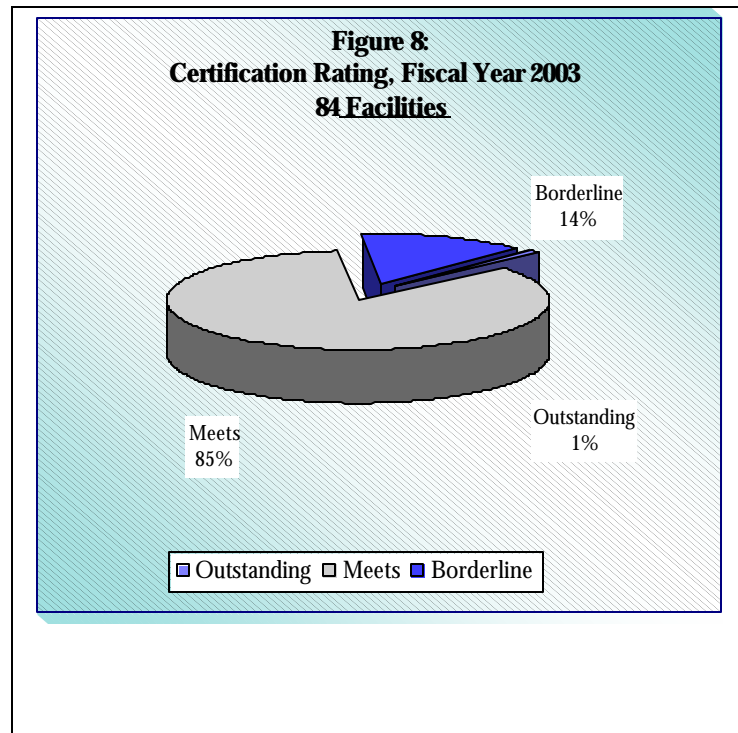
Facilities that meet the requirements of the program may continue operation. If a facility fails to meet program standards, a courtesy review is scheduled within six months. The courtesy review is a review which does not count toward certification, but is a courtesy to the agency to help the shop achieve compliance with certification standards. However, if the courtesy review finds the facility has corrected all deficiencies, it may be changed to an actual review. If such a review takes place within the same fiscal year as the previous unsatisfactory review, the rating for the year can also be changed to reflect the improvements. The facility will be scheduled for an on-site review the following year. If a facility receives an unsatisfactory on the second review, the Board may withdraw the facility's certification and/or take other action.

MAINTENANCE FACILITY CERTIFICATIONS

Agencies with Maintenance Facilities

During FY03, all of the 84 State facilities were certified or recertified. (See Figure 8). SFM conducted 42 on-site reviews, while 42 facilities were certified via the questionnaires. No courtesy reviews were conducted.

Appendix H shows the ratings issued during the on-site review for each facility. No facilities were found unsatisfactory. The framework of the review process is shown in Agencies Without Maintenance Facilities above. Facilities certified through the questionnaire method are not rated in every area; however, if the questionnaire responses indicate no significant changes in procedures since the last on-site review, a “meets” (satisfactory) rating is granted.



During FY03, one facility was awarded an **Outstanding Maintenance Facility Certification**. The facility receiving the outstanding award was:

- **Department of Transportation – Calhoun County Maintenance Facility.**

For a facility to receive an overall rating of outstanding (exceeds requirements), it must have received an on-site review with no prominent deficiencies noted. The facility must have detailed maintenance records with excellent audit trails and a clean and safe working environment, and the personnel must show a sense of pride in the performance of their mission.

Some of the most common problems found in each area during FY03 are listed as follows.

Work orders and record-keeping

- Incorrect mileage was being entered or no mileage was entered on the work order.

Inventory control

- No formal inventory by a disinterested party was conducted at the end of the fiscal Year.

Purchasing of parts and supplies

- Maintenance facility personnel not using the State Contract for Miscellaneous Vehicle/Automotive Replacement Parts or personnel not verifying prices to ensure the State was receiving the correct discounts.

Preventive Maintenance

- Preventive maintenance or lubrication services not performed within the agency's or manufacturer's guidelines (over 15% error rate is cause for failure in this area).

Cost-effective Facility Operations

- The charges on work orders were not covering the agency cost of operating the facility.

Safety

- The maintenance facility was disorganized and unkempt.

ACTUAL MAINTENANCE COST

For the past 16 years, agencies owning maintenance facilities have reported the dollar amount shown for labor and parts charged on work orders, along with the cost of outside repairs. They also reported the number of personnel assigned to the maintenance area. Using the average salary published by the Budget and Control Board's Office of Human Resources (OHR) for classes assigned to each maintenance facility and an average fringe benefit of 27%, we can estimate the approximate cost of labor to the State. Using this data and other reported factors, we can determine the estimated cost of State maintenance. The FY03 cost of maintaining and operating the 84 maintenance facilities in support of the 20,467 units (10,525 vehicles and 9,942 of non-licensed plated equipment) is estimated at \$28,865,736.00. Although in 1988, the first year cost data was available, the average maintenance and repair cost per item supported was \$1,425.00, future reports will be based on the last ten years.

Figure 9: Annual Maintenance Expenditure Per Item Supported

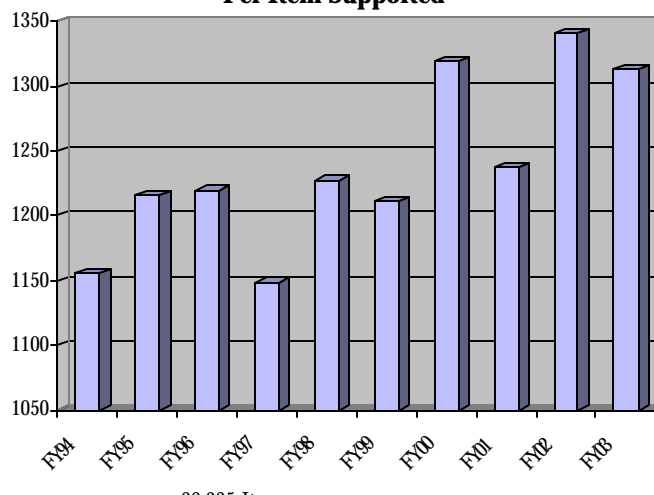


Figure 9 shows an actual increase per item supported of \$112.00 over the last ten years. During this ten-year period the CPI for Transportation (maintenance and repairs) increased by 44.1 points or 30.2%, (145.9 to 190.0 points). In FY93 the Maintenance and Repair (MR) cost to support an item of equipment was the lowest since data was maintained at \$1,134.00. The fact that the MR cost rose much more slowly than the CPI over the last 10 years can be attributed to better maintenance management, the statewide parts contract, and better equipment. If the total CPI increase were applied to the FY94 average cost of \$1,156 per item, the FY03 cost per item would have been \$1,313.00. By aggressively

applying the standards of the State Vehicle Maintenance Program in support of 20,467 units of equipment during FY03, the cost avoidance was approximately \$2,801,385.00.

These 84 facilities support many types of equipment other than vehicles. In fact, in FY03 only 51% of items supported by these facilities were vehicles. The non-vehicle equipment ranges from chainsaws to bulldozers. Most of the facilities now use the same parts and work order accountability methods as required for vehicles, and the Certification Process looks at all equipment supported when performing a review.

As previously discussed, agencies have been required to account for the actual cost of maintaining their vehicles for several years. To accomplish this task, the actual labor rate **must include** all associated costs for personnel assigned to the facility for maintenance including salaries, fringes, overhead, and any supplies or tools not charged directly to the equipment. Since 1988 we have tracked the needed labor cost versus the actual labor cost shown on work orders. We have commented every year in the *Motor Vehicle Management Review* that agencies were not charging properly for labor. The difference in the actual labor charged versus needed has been getting closer for the last few years, but at one time was over 50% deficient.

In calculating the actual cost per item supported, SFM has always used the actual cost of operating the facilities instead of the charges reported for labor on work order, therefore the numbers reported by SFM have been correct. Some of the 84 maintenance facilities still are not charging the correct amount for labor and will receive a rating on the Certification Review of Borderline or Unsatisfactory, according to the percent of the undercharge. For those agencies that are not covering the actual cost of operating their shop, the labor rate must be adjusted. In many cases the technicians are not accounting for the number of hours that they are being paid to perform maintenance tasks. The non-work order time leads to one or more of the following conclusions:

- The facilities are not properly charging for labor on work orders.
- There are too many technicians for the necessary tasks.
- Personnel classified as technicians are used to perform other work.

Recommendation 15: Agencies should charge to equipment all direct and indirect shop operating costs through a fully burdened labor rate, a markup on parts, or a combination of the two.

SHOP PERFORMANCE MEASURES

The time required to perform specific repair tasks by a technician should be compared to a recognized **flat rate standard** where possible. These flat rate standards (labor time guides, manuals and software) are used extensively in the commercial market, and the customer is normally charged based on these standards. *Motors* and *Mitchell* publish the two guides used primarily by non-dealer, after market repair garages. We must apply flat rate standards and measure productivity to determine a true picture of the number of technicians needed. Agencies that apply these standards become aware of the following:

- Areas where technicians need additional training.
- The most cost-effective methods of repairs (to contract certain or all repairs to other sources).
- Whether shops or technicians are performing to acceptable standards.

The certification program manual (republished July, 1992) requires that facilities use flat rate hours when available. Agencies may use actual hours in instances where flat rate standards are not available. In most cases this practice will give management the necessary tools to gauge the technician's productivity by a recognized standard.

Staffing levels should be established using a consistent methodology. Three methods were highlighted in the FY92 Management Review, with the Vehicle Equivalent Method (number of technicians based on the numbers, types, and difficulty factors of units in the fleet) being the recommended method. The United States Air Force developed this method after extensive data collection and time/motion studies were performed for each type of vehicle the Air Force operates. The Legislative Audit Council (LAC) used the vehicle equivalent method during the last motor vehicle resources review, and this method was used during the consolidation study by the hired consultant.

By measuring productivity through the application of flat rate standards and by using the Vehicle Equivalent Method for staffing, the proper technician level can be established. Productivity can be measured and performance standards can be established for each class

of technician. The State can develop performance standards for its State-owned maintenance facilities, which would be used to:

- Increase productivity;
- Evaluate technicians and maintenance facilities against defined objectives;
- Provide feedback for self-evaluation;
- Furnish management with the necessary information to make informed decisions;
- Provide a method to establish an incentive or merit pay plan, or other methods to compensate the most efficient technicians;
- Render basic standards for guiding, counseling or disciplining inefficient technicians; and
- Provide a competitive tool to attract and retain quality automotive technicians.

Recommendation 16: Agencies should immediately apply flat rate standards, *where possible*, when performing vehicle repair tasks. Technician hours should be monitored in order to find the actual productivity level of each technician.

OTHER COST-SAVING EFFORTS

Areas discussed above are not the only efforts SFM undertakes to save money in the maintenance area. Other efforts include the following:

Technical Training Program

The Technical Training Program is designed to ensure that State technicians receive the latest technology training from vehicle, parts, and diagnostic equipment manufacturers. SFM assesses training needs annually and locates available training resources. The major manufacturers started charging for their training in FY 2002.

Also, as part of the program, all service bulletins are analyzed. Some 427 of these service bulletins were made available to the shop supervisors through the **SFM Image Web** site. Service bulletins and applicable manufacturer recalls to the State's vehicles are available through SFM's Maintenance Section Image Web Site.

Negotiated Warranties and Reimbursements

When numerous failures occur to a specific component on a specific type vehicle, SFM declares this a trend and contacts the manufacturer for assistance and reimbursement. In most cases, SFM has been successful in obtaining reimbursement and assistance primarily because of the documentation it can generate in support of the requests. Most requests have been fully satisfied.

During FY03, SFM was successful in negotiating some \$56,939.00 in repair reimbursements or warranties from vehicle manufacturers. These reimbursements or extended warranties were for repairs made after the original warranty had expired.

Special Assistance

SFM also provides special assistance to agencies on maintenance-related problems or needs pertaining to the maintenance area. This includes special investigations, repair information, or repair parts assistance, vehicle specifications, and any other needs the agencies may have.

Central Transportation Maintenance Facility (CTMF)

The SFM Central Transportation Maintenance Facility (CTMF) supported approximately 821 vehicles with four technicians and billed for 93% of all available hours in direct labor in FY03. The shop completed 2,934 work orders during the Fiscal Year. The labor rate charged to customers is \$54.50 per hour, which was \$19.12 (25%) per hour lower than the average in Columbia, SC.

Current Developments

Over the last several years, budget cuts have presented the single most significant challenge to nearly every corner of State government. That certainly held true in FY2003, when budgetary constraints forced hard decisions on many State agencies, including State Fleet Management. However, budget cuts are far from the only story. Despite the recisions, State Fleet continued its drive to improve services and performance.

Among other improvements, there were developments in these areas:

- ◆ Redesigned the State Fleet Management Web site
- ◆ Added a Recall Module to SCEMIS
- ◆ Improved SCEMIS performance by enhancing FTP capabilities for reports
- ◆ Increased the State's use of Biodiesel
- ◆ Performed a study on the actual cost of using AFVs in the State Fleet
- ◆ Updated the tank monitoring equipment at State fuel sites

Finally, at the end of the fiscal year (10 June 2003), Governor Mark Sanford announced a new Commission to study State government in detail and report its finding within 90 days. The Commission performed most of its work in FY2004, and its final report was not issued until 30 September 2003, so we will address the MAP commission in greater detail in the next *Motor Vehicle Management Review*. Now to address the other developments in order:

REDESIGN OF SFM WEB SITE

Since 1998, State Fleet has had a great deal of useful content on its Web site. However, it was not always easy to find information. In November 2002, State Fleet Management formed a Committee to address the situation by devising a new look and organization for the site. Team members from General Services and each of SFM's four Teams contributed to the project.

The Committee met at intervals over the course of several months, completing most of its work by the end of January 2003. Below are some of the changes the Committee recommended:

- ◆ Add an "About" page that describes State Fleet's mission and personnel.
- ◆ Group Publications, Documents and Forms into separate pages accessible from the front page of the site.
- ◆ Enable all necessary forms to be filled online.
- ◆ Organize the site along functional lines, rather than according to SFM organizational structure
- ◆ Add links to outside sites of importance such as the fuel card contractor's site
- ◆ Add a "message of the day" function to the front page for urgent or time-sensitive announcements
- ◆ Post links to important items such as fuel prices on the front page
- ◆ Add a page with photos and brief biographical sketches of the CVRP procurement specialists who answer the telephone so that clients can learn to put a face with a name.

The site went live in April 2003.

User comments have been very appreciative, especially concerning the easy availability of the fillable forms, online copies of the *Motor Vehicle Management Review*, other State Fleet publications, and relevant law and regulations.

The site address is:

<http://www.gs.sc.gov/statefleet>

SOUTH CAROLINA EQUIPMENT MANAGEMENT INFORMATION SYSTEM (SCEMIS)

SCEMIS Recall Module

The South Carolina Equipment Management Information (SCEMIS) has been deployed since 1993. Since that time, it has been improved substantially on many occasions. In FY02, the addition of a module to manage non-license-plated equipment enabled several of our client agencies to put SCEMIS to better use and improve the tracking of their equipment.

In FY03, members of the SFM Maintenance Team worked with the Chief Information Officer's Applications Development Group to develop a module to track vehicle recall information. In the past, some manufacturer recalls went unnoticed at our client agencies because there was no alert in SCEMIS to show that a recall had been issued. The current Recall Module allows authorized users to flag vehicles that are subject to recalls so that technicians or CVRP personnel can either perform the required work or get the vehicle to the appropriate dealer for the recall work to be performed. This module will save the State a good deal of money in repair bills by allowing the manufacturers to pay the cost of the recall work.

The final version of the recall module, which includes a campaign section, was rolled out in March 2003.

SCEMIS FTP Capabilities

Also in FY03, Compliance and Analysis personnel worked with the CIO's Applications Development Group to expand SCEMIS FTP capabilities. FTP is an acronym for File Transfer Protocol; it is a means for SCEMIS to deposit files on State Fleet Management's file server so that authorized users can manipulate them using Microsoft Excel or Access. SCEMIS also uses FTP to deliver a file of user Personal Identification Numbers (PINs) to the Compliance and Analysis team for use with the State Fuel Card program.

This innovation saves the State money in paper costs, since the reports need not be printed to be used, and in labor hours sifting through the paper. In FY04, the Compliance and Analysis Team plans to restructure the entire reporting system in SCEMIS to reflect more

accurately the functional structure of State Fleet and to make the system more intuitively obvious to the user.

STATE USES BIODIESEL TO GENERATE AFV CREDITS

Earlier this year State Fleet partnered with the South Carolina Department of Transportation to use B20 Biodiesel fuel at 18 fuel sites throughout the state. States may purchase and use Biodiesel as a means of satisfying up to 50% of their AFV purchase requirements mandated by EPC Act 92.

In addition to the positive effects on the environment, for every 2,250 gallons of B20 (20 percent Biodiesel and 80 percent petroleum diesel) used in equipment over 8,500 (GVWR), the State will earn one AFV credit. During this project, SFM paid the *difference* in price between regular diesel and Biodiesel directly to the fuel vendor. A total of 226,000 gallons of B20 Biodiesel was used from 1 June through 31 August, generating approximately 100 credits. These credits will be used to help satisfy AFV purchase requirements for the 2003 model year.

STUDY OF FISCAL IMPACT OF USING AFVs IN STATE FLEET

During the last quarter of FY03, the Compliance and Analysis Team performed an analysis of vehicle cost data going back to Fiscal Year 1992 to determine the impact of the federal Environmental Policy Act of 1992 (EPC Act 92) on the relative expense of operating and maintaining the State's motor vehicle fleet.

In the course of the study it transpired that the cost of compliance with EPC Act 92 was significant, especially in comparison with the limited benefits. The acquisition cost of the vehicles is much higher, even with federal subsidies, and alternative fuels are generally much more expensive than gasoline.

The vehicles involved in the study were Flex-Fuel Ford Rangers and Tauruses as well as the Chevrolet Cavalier. Minivans involved were Chrysler Caravans.

EPC Act 92 required States and other government entities to purchase Alternative Fuel Vehicles (AFVs) for up to 75% of qualifying light-duty vehicles. While the AFVs may be very

handy at reducing air pollution from vehicle exhaust, they can only perform that function when there is alternative fuel available for their use. Most of the State's AFV fleet consists of Flex-Fuel vehicles (FFVs). Because there is no significant Alternative Fuel infrastructure in South Carolina, they have had to operate on gasoline rather than on Alternative Fuels.

The limited alternative fuel infrastructure in our State has also been documented in a study conducted by State Fleet Management in Spring 2002. This study is available at our Web site: <http://www.gs.sc.gov/statefleet>

AUTOMATED MONITORING OF STATE FUEL SUPPLIES

In the last quarter of FY03, State Fleet worked closely with Onyx Mansfield, the State's fuel card contractor, to complete upgrades of tank monitoring equipment at the State's numerous fueling sites. The equipment installed in the State fueling sites contains not only a gauge to read the fuel level in the tank, but also a modem that allows authorized users to dial into the equipment and check the fuel levels without ever having to open the tank lid. Those State sites that already had some form of tank monitoring equipment were already supplied with Veeder-Root brand hardware. For this reason, the State saved a good deal of money by sticking with the same brand to upgrade. Using a different brand would have necessitated replacing existing equipment in some sites rather than a less costly upgrade.

In times past, the only way for State agencies to check the fuel level in their on-site tanks was to use a dipstick. Sometimes the dipstick is not the most reliable method, however, and those who were assigned to read them might not have had sufficient training or experience to give an accurate assessment of refueling need.

This upgrade has been helpful in a number of ways. It is safer than the former method, since State personnel no longer have to open the tanks and expose themselves to toxic petroleum vapors, nor accidentally touch the gasoline on the dipsticks. The vapors, in addition to being a possible environmental hazard, are also a significant fire risk. Furthermore, the improved accuracy of the in-tank gauges saves money by ordering fuel only when it is needed. This upgrade has already resulted in cost savings for the State in the avoidance of ordering unnecessary fuel.

The State has also seen a reduction in labor hours because of this project. Employees are no longer needed to stick the tanks and report the findings via fax each month as was mandated in the past. This project has also reduced the processing time for the vendor because the vendor no longer has to gather this data from each fax and enter it manually because the system is now automated.

In the past, if a vendor needed to inquire about tank levels mid-month (or during the month), a request would be sent to the site for a stick reading. Now, with modems in place, the vendor can simply dial into the site and retrieve this information in a few seconds rather than waiting for hours. This has improved the reliability and functionality of the entire program.

Another important benefit of the new equipment is its compliance function. This equipment monitors tank and line sensors for leaks by performing periodic tests and sending an alarm if a problem occurs. These functions are important for tank tightness and line leak detection and reporting mandated by DHEC. This equipment is designed to prevent any major ground contamination, if a problem develops, by alarming and notifying site personnel. Should a problem ever occur, the quick response time could be a tremendous savings to the State, both financially and in terms of reducing environmental damage. This project was carried out by members of the Compliance and Analysis Team.

Code of Laws of South Carolina 1976

§ 1-11-220. Division of Motor Vehicle Management; Fleet Management Program.

There is hereby established within the Budget and Control Board the Division of Motor Vehicle Management headed by a Director, hereafter referred to as the "State Fleet Manager", appointed by and reporting directly to the Budget and Control board, hereafter referred to as the Board. The Board shall develop a comprehensive state Fleet Management Program. The program shall address acquisition, assignment, identification, replacement, disposal, maintenance, and operation of motor vehicles.

The Budget and Control Board shall, through their policies and regulations, seek to achieve the following objectives:

- (a) to achieve maximum cost-effectiveness management of state-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions.
- (b) to eliminate unofficial and unauthorized use of state vehicles.
- (c) to minimize individual assignment of state vehicles.
- (d) to eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of state vehicles.
- (e) to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.
- (f) to insure motor vehicles are operated in a safe manner in accordance with a statewide Fleet Safety Program.

HISTORY: 1978 Act No. 644 Part II §24(A); 1982 Act No. 429, § 1.

§ 1-11-230. Division of Motor Vehicle Management; Motor Vehicle Management Council.

In order to develop proposed regulations for a comprehensive Motor Vehicle Management System, to act in an advisory capacity concerning the operations of the Division of Motor Vehicle Management, and to hear appeals against the enforcement of regulations promulgated by the Budget and Control Board pursuant to §§ 1-11-220 through 1-11-330, there is hereby established a Motor Vehicle Management Council consisting of three members appointed by the Budget and Control Board, with the advice and consent of the Senate. Members shall serve terms of four years, except that of those first appointed, one shall serve two years, one shall serve three years, and one for a full term. Members shall be from the private sector and possess expertise in the field of motor vehicle management. In the event of a vacancy on the Council by reason of death, resignation, removal for cause or any other reason, the vacancy shall be filled in the manner of the original appointment for the unexpired term. Two members, present and voting, shall constitute a quorum for the conducting of Council business. Council members will meet not less than quarterly, and shall be allowed the regular per diem, mileage, and subsistence as provided by law for members of state boards and commissions.

HISTORY: 1978 Act No. 644 Part II § 24(B); 1982 Act No. 429, § 2.

§ 1-11-240. Division of Motor Vehicle Management; duties of Council; hearing procedure

The duties of the Council shall consist of the following:

- (a) To recommend to the Board those persons it finds qualified to act as State Fleet Manager. The Fleet Manager shall be chosen by, and shall serve the Board.
- (b) To study, and make recommendations to the Board concerning the methods and procedures necessary to achieve the objectives specified in paragraph (A).
- (c) To act as a hearing board, for the purpose of hearing and ruling on all disputes, complaints and any other grievances lodged against the promulgation, implementation and enforcement of regulations developed pursuant to this §§ 1-11-220 to 1-11-330.

The Council is authorized to establish a hearing procedure whereby complaints lodged against the promulgation, implementation and enforcement of regulations developed under this §§ 1-11-220 to 1-11-330 are disposed of in an equitable fashion.

The procedure shall provide that all grievances be submitted directly to the Council, and be disposed of with or without a hearing, at the Council's discretion. The procedure shall further provide that all complaints shall be acted upon within forty-five days, and that all decisions and findings will be reported to the affected parties within twenty days of the date complaints are considered by the Council.

The procedure shall also provide that all decisions of the Council shall be appealable to the board within ten days of notification of a final decision or finding. The Board shall act on an appeal within forty-five days of its filing, and shall conduct such action by means of a review of the case record developed by the Council, and shall, in extra-ordinary cases only, provide the party filing the complaint with a hearing *de novo*. The Board shall report its decision within thirty days of its consideration of the appeal.

HISTORY: 1978 Act No. 644 Part II § 24 (C).

§ 1-11-250. Division of Motor Vehicle Management; definitions.

For purposes of §§ 1-11-220 to 1-11-330:

- (a) "State agency" shall mean all officers, departments, boards, commissions, institutions, universities, colleges and all persons and administrative units of state government that operate motor vehicles purchased, leased or otherwise held with the use of state funds, pursuant to an appropriation, grant or encumbrance of state funds, or operated pursuant to authority granted by the State.
- (b) "Board" shall mean State Budget and Control Board.
- (c) "Council" shall mean the Motor Vehicle Management Council as established in § 1-11-230.

HISTORY: 1978 Act No. 644 Part II § 24(D).

§ 1-11-260. Division of Motor Vehicle Management; annual reports; policies, procedures and regulations.

The Fleet Manager and the Council shall report annually to the Budget and Control Board and the General Assembly concerning the performance of each state agency in achieving the objectives enumerated in §§ 1-11-220 through 1-11-330 and include in the report a summary of the Division's efforts in aiding and assisting the various state agencies in developing and maintaining their management practices in accordance with the comprehensive statewide Motor Vehicle Management program. This report shall also contain any recommended changes in the law and regulations necessary to achieve these objectives.

The Board, after consultation with state agency heads, shall promulgate and enforce state policies, procedures, and regulations to achieve the goals of §§ 1-11-220 through 1-11-330 and shall recommend administrative penalties to be used by the agencies for violation of prescribed procedures and regulations relating to the Fleet Management Program.

HISTORY: 1978 Act No. 644 Part II § 24(E); 1982 Act No. 429, § 3.

§ 1-11-270. Division of Motor Vehicle Management; establishment of criteria for individual assignment of motor vehicles.

The Board shall establish criteria for individual assignment of motor vehicles based solely on the functional requirements of the job, which shall reduce such assignment to situations clearly beneficial to the State. Only the Governor and statewide elective state officials shall be provided an automobile solely on the basis of their office. All other individuals permanently assigned with automobiles shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed. However, trip logs shall not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.

HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 4.

§ 1-11-280. Division of Motor Vehicle Management; interagency motor pools.

The Board shall develop a system of agency-managed and interagency motor pools which are, to the maximum extent possible, cost beneficial to the State. All motor pools shall operate according to regulations promulgated by the Budget and Control Board. Vehicles shall be placed in motor pools rather than being individually assigned except as specifically authorized by the Board in accordance with criteria established by the Board. The motor pool operated by the Division of General Services shall be transferred to the Division of Motor Vehicle Management. Agencies utilizing motor pool vehicles shall utilize trip log forms approved by the Board for each trip, specifying beginning and ending mileage and the job function performed.

The provisions of this section shall not apply to school buses and service vehicles.

HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 5.

§ 1-11-290. Division of Motor vehicle Management; plan for maximally cost-effective vehicle maintenance.

The Board, in consultation with the agencies operating maintenance facilities, shall study the cost-effectiveness of such facilities versus commercial alternatives and shall develop a plan for maximally cost-effective vehicle maintenance. The Budget and Control Board shall promulgate rules and regulations governing vehicle maintenance to effectuate the plan.

The State Vehicle Maintenance program shall include:

- (a) central purchasing of supplies and parts;
- (b) an effective inventory control system;
- (c) a uniform work order and record-keeping system assigning actual maintenance cost to each vehicle; and
- (d) preventive maintenance programs for all types of vehicles.

All motor fuels shall be purchased from state facilities except in cases where such purchase is impossible or not cost beneficial to the State.

All fuels, lubricants, parts and maintenance costs including those purchased from commercial vendors shall be charged to a state credit card bearing the license plate number of the vehicle serviced and the bill shall include the mileage on the odometer of the vehicle at the time of service.

HISTORY: 1978 Act No. 644 Part II § 24(H).

§ 1-11-300. Agencies to develop and implement uniform cost accounting and reporting system; purchase of motor vehicle equipment and supplies; use of credit cards; determination of vehicle cost per mile.

In accordance with criteria established by the Board, each agency shall develop and implement a uniform cost accounting and reporting system to ascertain the cost per mile of each motor vehicle used by the State under their control. Agencies presently operating under existing systems may continue to do so provided that Board approval shall be required and that the existing systems shall be uniform with the criteria established by the Board. Beginning July 1, 1981, all routine expenditures on a vehicle including gasoline and oil shall be purchased from state-owned facilities and paid for by the use of Universal State Credit Cards except in unavoidable emergencies. The Board shall promulgate regulations regarding the purchase of motor vehicle equipment that is not in the best interest of the State. The Board shall develop a uniform method to be used by the agencies to determine the cost per mile for each vehicle operated by the State.

HISTORY: 1978 Act No. 644 Part II § 24(I); 1982 Act No. 429, § 6.

§ 1-11-310. Division of Motor vehicle Management; acquisition and disposition of vehicles; titles.

The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated total life cycle costs. All state motor vehicles shall be titled to the State. All such titles shall be received by and remain in the possession of the Division of Motor Vehicle Management pending sale or disposal of the vehicle.

Titles to school buses and service vehicles operated by the State Department of Education and vehicles operated by the South Carolina Department and Highways and Public Transportation shall be retained by those agencies.

HISTORY: 1978 Act No. 644 Part II § 24 (J).

§ 1-11-320. Division of Motor Vehicle Management; plates and other identification requirements; exemptions.

The Board shall ensure that all state-owned motor vehicles are identified as such through the use of permanent state-government license plates and either state or agency seal decals. No vehicles shall be exempt from the requirements for identification except those exempted by the Board.

This section shall not apply to vehicles supplied to law enforcement-officers when, in the opinion of the Board after consulting with the Chief of the State Law Enforcement Division, those officers are actually involved in undercover law enforcement work to the extent that the actual investigation of criminal cases or the investigators' physical well-being would be jeopardized if they were identified. The Board is authorized to exempt vehicles carrying human service agency clients in those instances in which the privacy of the client would clearly and necessarily be impaired.

HISTORY: 1978 Act No. 644 Part II § 24(K); 1982 Act No. 429 § 7.

§ 1-11-330 Division of Motor vehicle Management; State Department of Education vehicles exempted.

The provisions of §§ 1-11-220 to 1-11-330 shall not apply to school buses and service vehicles operated by the State Department of Education.

HISTORY: 1978 Act No. 644 Part II § 24 (N).

§ 1-11-340. Board to develop and implement statewide Fleet Safety Program.

The Board shall develop and implement a statewide Fleet Safety Program for operators of state-owned vehicles which shall serve to minimize the amount paid for rising insurance premiums and reduce the number of accidents involving state-owned vehicles. The Board shall promulgate rules and regulations requiring the establishment of an accident review board by each agency and mandatory driver training in those instances where remedial training for employees would serve the best interest of the State.

HISTORY: 1982 Act No. 429, § 9.

§ 1-11-350. Audit by Legislative Audit Council.

The Legislative Audit Council shall audit compliance by the Division of Motor Vehicle Management and the agencies with this section every three years and publish its findings not later than April first each three-year period beginning April 1, 1982.

HISTORY: 1982 Act No. 429, § 8.

Appendix B: Agency Summary Report (Management Review)
FY 2003

AGENCIES	Total				Permanently Assigned			Number of		Number of Vehicles Identified			Total		
	No. Owned	No. Leased	No. Vehicles	Trip Logged	Other	Law Enforcement	Total	Employees Commuting	Vehicles Pooled	SG Tags and Seals*	SG Tags with Seal Exemptions	Confidential Tags	Owned Miles	Leased Miles	No. of Miles
Adjutant General	49	8	57	39	2		2	1	0	56	0	1	123,384	126,770	250,154
Adjutant General Emergency Preparedness	1	8	9	9			0	1	5	8	1	0	0	123,672	123,672
Agriculture Dept	44		44	39			0	1	38	43	0	1	840,000	0	840,000
Alcohol and Other Drug Abuse		9	9	4	1		1	1	0	8	0	1	0	168,609	168,609
Appellate Defense		1	1							1	0	0			
Archives and History	8		8				0	0	0	8	0	0	116,010		116,010
Arts Commission		4	4	4			0	0	0	4	0	0	0	55,597	55,597
Attorney General		8	8	5	2		2	3	0	2	0	6	0	150,962	150,962
Myrtle Beach Redevelopment Authority		1	1	1			0	0	0	1	0	0			0
Budget and Control Board**	501	47	548	7				0	1	547	0	1	0	0	
Babcock Center		86	86				0			86	0	0	1,921,896	1,497,346	3,419,242
Blind Commission	12	32	44	31	1		1	0	5	44	0	0	206,187	527,263	733,450
Business Carolina, Inc.		5	5	3	1		1	1	4	2	0	3	0	68,925	68,925
Central Midlands Council of Govts.		3	3	3			0	0	5	3	0	0	0	22,364	22,364
Commerce Dept	38	8	46	0	2	2	4	0	8	36	1	9		407,652	407,652
Comptroller		1	1	0			0	1	0	0	0	1		48,492	48,492
Consumer Affairs		8	8	9		1	1	1	8	5	0	3		128,285	128,285
Continuum of Care		27	27							27	0	0			
Corrections Dept.	984	0	984	0	132	30	162	74	21	901	0	83	11,743,825	46,626	11,790,451
Deaf and Blind School	82	4	86	89	8		8	0	23	86	0	0	644,853	202,771	847,624
Dept. of Health and Environmental Cntl	632	95	727	105	82	26	108	106	555	705	0	22	6,742,328	1,735,094	8,477,422
Dept of Transportation	4,422	0	4,422	1,878	332	1	333	287	109	4,410	5	7	43,964,226		43,964,226
Education Dept***	23	17	40		1		1			40	0	0	*	271,959	271,959
Election Commission	3		3	3			0	0	3	3	0	0	19,374		19,374
Employment Security Commission	18		18	16			0	0	11	18	0	0	235,049		235,049
Ethics Commission		2	2	0		2	2	2		0	0	2		34,153	34,153
Educational Television	67		67	60	27		27	0	12	67	0	0	1,149,662		1,149,662
Forestry Commission	407	0	407		190	2	192	32	3	402	0	5	2,763,838		2,763,838
Governor's School of the Arts		5	5				0			5	0	0		46,289	46,289
Governor's School of Science and Math		1	1		1		1			0	1	0		19,253	19,253
Governor's Office	4	6	10	6	3		3	0	10	10	0	0	54,560	122,863	177,423
Health and Human Services	211	157	368	52	1		1	1	10	364	2	2	6,932,195	3,263,738	10,195,933
Higher Education Commission		1	1				0	0		0	1	0		21,609	21,609
Housing Authority		30	30	30			0	0	0	30	0	0		344,272	344,272
Human Affairs Commission		3	3	3	1		1	1	2	2	0	1		43,394	43,394
Insurance Dept		1	1	1			0	0	1	1	0	0		31,495	31,495
John de la Howe School	19	7	26	24			0	0	9	26	0	0	71,249	105,114	176,363
Dept of Juvenile Justice	175	36	211	211	1	4	5	5	149	205	0	6	1,343,651	580,882	1,924,533
Labor, Licensing and Regulation	67	64	131	34	57	3	60	0	12	122	7	2	243,029	1,292,070	1,535,099
Library, State	5		5	5			0	0	4	5	0	0	35,380		35,380
Lottery Commission	1	12	13	12	6			0		5	0	8		114,423	114,423
Dept of Mental Health	922	125	1047	876		5	5	2	828	1,039	0	8	8,792,703	798,753	9,591,456
Minority Affairs Commission		1	1				0		1	1	0	0		7,731	7,731
Museum Commission	1	1	2	1			0	0	2	2	0	0	311	36,086	36,397
Natural Resources	845	15	860	456	134	238	372	10	281	744	0	116	8,404,047	254,114	8,658,161
Opportunity School (Wil Lou Gray)	20		20	20			0	0	20	20	0	0	23,408		23,408

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	No. Owned	No. Leased	No. Vehicles	Trip Logged	Other	Law Enforcement	Total	Employees Commuting	Vehicles Pooled	SG Tags and Seals*	SG Tags with Seal Exemptions	Confidential Tags	Owned Miles	Leased Miles	No. of Miles
Patriots Point	4		4	0			0	0		4	0	0	4,500		4,500
Probation, Pardon and Parole		142	142	142	1	7	8	0	134	0	0	142		3,078,323	3,078,323
PRT	231	1	232	0	20		20	0	8	229	0	3	1,837,939	105,916	1,943,855
Dept of Public Safety	1,753	41	1794	117	38	1017	1055	1114	25	1,423	0	371	38,987,336	662,608	39,649,944
Public Service Commission		14	14	5	5	8	13	0	0	9	4	1		363,264	363,264
Dept of Revenue		13	13			7	7			2	0	11		207,915	207,915
Disabilities and Special Needs	280	44	324				0		44	324	0	0	1,590,711	2,328,355	3,919,066
Sea Grant Consortium		2	2	2			0	0		0	2	0		25,216	25,216
Secretary of State		2	2				0	0	0	0	0	2		52,931	52,931
State Law Enforcement Division	509		509	0	1	290	291	479	28	11	0	498	9,809,897		9,809,897
Dept of Social Services	10	617	627		4		4			623	0	4	2,812	11,607,140	11,609,952
Springdale Race Course	6		6				0			6	0	0	20,000		20,000
State Accident Fund		3	3	3			0	0	3	3	0	0		76,691	76,691
State Treasurer		1	1	0	1		1	0	0	1	0	0		11,136	11,136
Technical-Comprehensive Education	59	20	79	0			0	1	0	78	0	1	77,761	2,927	80,688
Citadel	43	12	55	0	1		1	0	15	55	0	0	96,158		96,158
Clemson University	1,058	1	1059		13	5	18			1,053	0	6	7,443,267	9,682	7,452,949
Coastal Carolina University	55		55	48	1		1	0		55	0	0	210,720		210,720
Charleston University	56		56	0			0	0	0	56	0	0	30,239		30,239
Francis Marion University	29		29	27			0	0	3	29	0	0	102,340		102,340
Lander University	20	2	22	0	1		1	1	18	21	1	0	109,428	41,002	150,430
Medical University of SC	123	21	144	103	1		1	1	12	141	0	3	764,208	120,882	885,090
SC State University	108	0	108	0			0			108	0	0		26,859	26,859
Winthrop University	67	0	67				0			66	0	1	122,880		122,880
University of SC	458	4	462	325		2	2	2	47	450	0	12	2,701,894	51,170	2,753,064
Vocational Rehabilitation	184	17	201	181			0	0		201	0	0	2,830,141	506,054	3,336,195
Workers' Compensation Commission		9	9	2	7		7	0	2	2	7	0		186,599	186,599
Totals	14,614	1,805	16,419	4,993	1,083	1,650	2,727	2,129	2,479	15,044	32	1,343	163,113,396	32,368,316	195,481,712

Notes:

- * SG Tags include, for the purposes of this report, all identifiable State government tags. This means not only SG tags as such, but also HP and STP plates.
- ** Vehicles owned by General Services Division - State Fleet Management are reflected in the totals of vehicles leased by other agencies. Numbers for the Budget and Control Board also include "other" vehicles such as those pending disposal or reassignment.
- *** Education vehicles do not show school buses or service vehicles, all of which are exempt from SFM regulations.

Appendix C: Agency Status Report, FY2003

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	<u>Compliance Use of Trip Logs</u>	<u>Permanent Assignment Forms on File</u>	<u>Compliance Motor Pool Policy (Note 5)</u>	<u>I.D. Requirements</u>	<u>Compliance Fleet Safety Program</u>	<u>Non-compliance Fleet Safety Program</u> (SEE NOTES)
Adjutant General	49	8	57	Y	Y	NA	N	N	3
Adjutant General Emergency Preparedness	1	8	9	Y	Y	Y	NA	N	2
Agriculture Department	44		44	Y	Y	Y	Y	Y	
Alcohol and Other Drug Abuse		9	9	Y	Y	NA	Y	N	2
Appellate Defense		1	1						
Archives and History	8		8	Y	Y	NA	Y	N	2
Arts Commission		4	4	Y	NA	NA	Y	N	2, 3
Attorney General		8	8	Y	Y	NA	Y	N	2
Myrtle Beach Redevelopment Authority		1	1				Y		
Budget and Control Board	501	47	548	Y	Y	Y	Y	Y	
Babcock Center (DDSN)		86	86	Y	*	*		N	*
Blind Commission	12	32	44	Y	NA	Y	Y	N	2
Business Carolina, Inc.		5	5	Y	Y	N	Y	N	2
Central Midlands Council of Governments		3	3	Y	NA	NA	Y	N	2, 4
Commerce Dept	38	8	46	Y	NA	Y	Y	N	2, 3
Comptroller		1	1	Y	Y	NA	Y	N	1, 2, 3, 4
Consumer Affairs		8	8	Y	Y	Y	Y	N	2
Continuum of Care		27	27				Y		
Corrections Dept.	984	0	984	Y	Y	Y	Y	Y	
Deaf and Blind School	82	4	86	Y	Y	Y	Y	N	3
DHEC	632	95	727	Y	Y	Y	Y	Y	
Dept of Transportation	4,422	0	4,422	Y	Y	Y	Y	Y	
Education Department	23	17	40	Y	*	*	Y	N	*
Election Commission	3		3	Y	NA	Y	Y	N	1, 2
Employment Security Commission	18		18	Y	Y	Y	Y	Y	
Ethics Commission		2	2	Y	Y	NA	Y	N	2, 4
ETV	67		67	Y	Y	Y	Y	Y	
Forestry Commission	407		407	Y	N	Y	Y	Y	
Governor's School of the Arts		5	5	Y	*	*	Y	N	1, 4

Appendix C: Agency Status Report, FY2003

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	<u>Compliance Use of Trip Logs</u>	<u>Permanent Assignment Forms on File</u>	<u>Compliance Motor Pool Policy (Note 5)</u>	<u>I.D. Requirements</u>	<u>Compliance Fleet Safety Program</u>	<u>Non-compliance Fleet Safety Program</u> (SEE NOTES)
Governor's School of Science of Math		1	1	Y	*	*	Y	N	1, 4
Governor's Office	4	6	10	Y	NA	Y	Y	Y	
Health and Human Services	211	157	368	Y	Y	N	Y	N	1, 2
Higher Education Commission		1	1	Y	*	*	Y	N	2, 3
Housing Authority		30	30	Y	NA	NA	Y	N	2
Human Affairs Commission		3	3	Y	Y	Y	Y	N	2, 3
Insurance Dept		1	1	Y	NA	Y	Y	N	2, 3
John de la Howe	19	7	26	Y	NA	Y	Y	Y	
Juvenile Justice	175	36	211	Y	Y	Y	Y	Y	
Labor, Licensing and Regulation	67	64	131	Y	Y	Y	Y	Y	
Library, State	5		5	Y	NA	Y	Y	Y	
Lottery Commission	1	12	13	Y	Y	NA	Y	N	2
Dept of Mental Health	922	125	1,047	Y	Y	Y	Y	Y	
Minority Affairs		1	1	Y	NA	Y	Y	N	4
Museum Commission	1	1	2	Y	NA	Y	Y	Y	
Natural Resources	845	15	860	Y	N	Y	Y	Y	
Wil Lou Gray Opportunity School	20		20	Y	NA	Y	Y	Y	
Patriots Point	4		4	Y	NA	NA	Y	N	3
Probation, Pardon and Parole		142	142	Y	Y	Y	Y	N	2
PRT	231	1	232	Y	Y	Y	Y	Y	
Public Safety	1,753	41	1,794	Y	Y	Y	Y	Y	
Public Service Commission		14	14	Y	Y	NA	Y	N	2
Revenue		13	13	Y	*	*	Y	N	1, 2, 3
Disabilities & Special Needs	280	44	324	Y	NA	Y	Y	N	2
Sea Grant Consortium		2	2	Y	NA	Y	Y	Y	
Secretary of State		2	2	Y	Y	*	Y	N	*
State Law Enforcement Division	509		509	Y	Y	Y	Y	Y	
Social Services	10	617	627	Y	*	*	Y	N	*
Springdale Race Course	6		6	Y	*	*	Y	N	4

Appendix C: Agency Status Report, FY2003

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	<u>Compliance Use of Trip Logs</u>	<u>Permanent Assignment Forms on File</u>	<u>Compliance Motor Pool Policy (Note 5)</u>	<u>I.D. Requirements</u>	<u>Compliance Fleet Safety Program</u>	<u>Non-compliance Fleet Safety Program</u> (SEE NOTES)
State Accident Fund		3	3	Y	Y	Y	Y	N	2
State Treasurer		1	1	Y	NA	NA	Y	N	*
Technical-Comprehensive Education	59	20	79	Y	Y	NA	Y	Y	
Citadel	43	12	55	Y	Y	Y	Y	Y	
Clemson University	1,058	1	1,059	Y	*	*	*	Y	
Coastal Carolina University	55		55	Y	Y	Y	Y	Y	
Charleston University	56		56	Y	N	Y	Y	N	3
Francis Marion University	29		29	Y	NA	Y	Y	N	3
Lander University	20	2	22	Y	Y	Y	Y	Y	
Medical University of SC	123	21	144	Y	Y	Y	Y	Y	
SC State University	108	0	108	Y	*	*	*	N	4
Winthrop University	67		67	Y	Y	Y	Y	N	*
University of SC	458	4	462	Y	Y	Y	Y	Y	
Vocational Rehabilitation	184	17	201	Y	Y	NA	Y	Y	
Workers' Compensation Commission		9	9	Y	Y	Y	Y	N	2
TOTALS	14,614	1,805	16,419						

Y = Yes
N = No
NA = Not Applicable
* = Not Reported

Note 1 = Driver Screening
Note 2 = Accident Review Board
Note 3 = Driver Training
Note 4 = Accident Reporting
Note 5 = Has Approved Motor Pool Policy on file at SFM

Appendix D: State Vehicle Purchases, FY2003

Agencies	Total Number of Vehicles Purchased	Source of Funds			Total
		State	Combination	Other	
Adjutant General	4	\$17,484		\$48,201	\$65,685
Agriculture Department	1		\$24,018		\$24,018
Archives and History	1			\$16,940	\$16,940
Budget and Control Board	321	\$25,679	\$44,100	\$4,828,893	\$4,898,672
Blind Commission	3			\$50,505	\$50,505
Deaf and Blind School	6	\$590,389			\$590,389
DHEC	39	\$431,861		\$398,204	\$830,065
DOT	193			\$4,906,526	\$4,906,526
Educational Television	1		\$19,980		\$19,980
Forestry Commission	2	\$40,259			\$40,259
Health and Human Services	48	\$1,763,951			\$1,763,951
John de le Howe	2			\$68,262	\$68,262
Labor, Licensing and Regulation	2			\$20,722	\$20,722
Library, State	1			\$30,391	\$30,391
Mental Health Department	21	\$326,000			\$326,000
Natural Resources	23	\$456,772		\$21,907	\$478,679
Public Safety	144	\$588,499	\$225,134	\$2,608,020	\$3,421,653
Disabilities and Special Needs (all)	2	\$37,027		\$37,245	\$74,272
State Law Enforcement Division	7	\$86,988		\$97,916	\$184,904
Citadel	2	\$28,202			\$28,202
Clemson University	43	\$702,573		\$36,169	\$738,742
College of Charleston	2	\$48,783			\$48,783
Francis Marion University	2	\$26,850			\$26,850
Lander University	2	\$25,394			\$25,394
Medical University of SC	3	\$33,924		\$20,890	\$54,814
University of South Carolina	13	\$195,792			\$195,792
Vocational Rehabilitation	30		\$517,344		\$517,344
TOTALS	918	\$5,426,426	\$830,576	\$13,190,790	\$19,447,792

NOTE: Agencies not listed above did not purchase any vehicles in FY 2003.

Appendix E: State Vehicle Replacement Criteria

It is the intent and policy of the Budget and Control Board that the State achieve the maximum return on investment in its motor vehicle fleet. The following is replacement criteria for the various classes and sizes of state vehicles. Passenger carrying vehicles shall be retained for the minimum number of miles or years as indicated below. These vehicles should not be held past the maximum age criterion unless justified. However, the deciding factors shall be the vehicle's overall condition and needs of the State. SFM may periodically notify agencies when vehicles have exceeded the maximum age criterion.

Vehicles may be sent for disposal before minimum criteria has been met based on the guidelines in Section II, Vehicle Replacement. The criteria for non passenger carrying vehicles and buses are a recommended guide. Agencies may apply their own criteria for these classes of vehicles however, if agency other criteria are used, agencies shall forward a copy of this document to SFM. The guidelines below should be applied to non passenger carrying vehicles and buses to the extent possible.

Vehicle Description	Minimum Mileage
Full-sized Sedans	100,000
Intermed., Compact, Subcompact Sedans	90,000
All Station Wagons	100,000
Full-sized Vans	120,000
Mini Vans	100,000
Sport/Util. Vehicles	100,000
NON-PASSENGER CARRYING VEHICLES	
Vehicle Description	Minimum Mileage
Full-sized Police Sedans	100,000
All other Police Sedans	90,000
Trucks Below 10500 GVW	100,000
Trucks Over 10500 GVW	100,000
Bus (Other Than School)	120,000
Trucks, Tractor	130,000
Trailers/Semi Trailers	N/A
Bus, Road-Type Diesel	200,000
Scooter, 3 Wheel	12,000

Appendix F: Analysis of Fleet Growth, FY00-03

AGENCIES	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Growth (FY 00-03)	
	FY00	FY01	FY02	FY03	Quantity	Percentage
Adjutant General	36	40	54	57	21	58%
Adjutant General Emergency Preparedness	5	6	7	9	4	80%
Agriculture Department	46	47	43	44	-2	-4%
Alcohol and Other Drug Abuse	9	23	8	9	0	0%
Archives and History	7	7	7	8	1	14%
Arts Commission	6	5	4	4	-2	-33%
Attorney General	10	10	9	8	-2	-20%
Budget and Control Board*	238	216	212	208	-30	-13%
Babcock Center	74	84	83	86	12	16%
Blind Commission	52	46	37	44	-8	-15%
Business Carolina, Inc.	5	5	5	5	0	0%
Central Midlands Council of Governments	4	3	3	3	-1	-25%
Commerce Dept - Administration	72	69	61	46	-26	-36%
Comptroller	2	2	2	1	-1	-50%
Consumer Affairs	10	9	7	8	-2	-20%
Corrections Dept.	1,056	1,027	996	984	-72	-7%
Deaf and Blind School	76	83	90	86	10	13%
DHEC	759	781	720	727	-32	-4%
DOT	4,490	4,561	4,456	4,422	-68	-2%
Education Department**	15	25	23	23	8	53%
Election Commission	4	3	3	3	-1	-25%
Employment Security Commission	17	17	19	18	1	6%
Ethics Commission	2	2	2	2	0	0%
ETV	75	75	73	67	-8	-11%
Forestry Commission	452	437	416	407	-45	-10%
Governor's School of the Arts	8	8	5	5	-3	-38%
Governor's School of Science and Math	1	1	1	1	0	0%
Governor's Office	14	13	12	10	-4	-29%
Health and Human Services	356	355	355	368	12	3%
Higher Education Commission	1	1	1	1	0	0%

Appendix F: Analysis of Fleet Growth, FY00-03

AGENCIES	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Growth (FY 00-03)	
	FY00	FY01	FY02	FY03	Quantity	Percentage
Housing Authority	21	21	29	30	9	43%
Human Affairs Commission	3	3	3	3	0	0%
Insurance Department	2	2	2	1	-1	-50%
John De La Howe	24	27	25	26	2	8%
Juvenile Justice	229	182	222	211	-18	-8%
Labor, Licensing and Regulation	111	116	124	131	20	18%
Library, State	4	4	5	5	1	25%
Lottery Commission	*	*	11	12		
Mental Health Department	1,023	994	1,017	1,047	24	2%
Minority Affairs	1	1	1	1	0	0%
Museum Commission	3	3	2	2	-1	-33%
Natural Resources	920	971	938	860	-60	-7%
Opportunity School (Wil Lou Gray)	19	19	22	20	1	5%
Patriot's Point	3	3	2	4	1	33%
Probation, Parole and Pardon	133	158	144	142	9	7%
PRT	263	278	237	232	-31	-12%
Public Safety	2,237	2,858	1,977	1,794	-443	-20%
Public Service Commission	15	16	15	14	-1	-7%
Revenue and Taxation	18	17	3	13	-5	-28%
Disabilities and Special Needs***	424	349	347	324	-100	-24%
Sea Grant Consortium	2	2	2	2	0	0%
Secretary of State	1	2	1	2	1	100%
State Law Enforcement Division	522	537	528	509	-13	-2%
Social Services Department	694	714	663	627	-67	-10%
Springdale Race Course	4	5	4	6	2	50%
State Accident Fund	3	3	3	3	0	0%
Technical-Comprehensive Education	79	76	71	79	0	0%
Treasurer's Office	1	1	2	1	0	0%
Citadel	54	54	56	55	1	2%
Clemson University	1,107	1,137	1,063	1,059	-48	-4%

Appendix F: Analysis of Fleet Growth, FY00-03

AGENCIES	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Growth (FY 00-03)	
	FY00	FY01	FY02	FY03	Quantity	Percentage
Coastal Carolina University	47	46	48	55	8	17%
Charleston University	47	55	57	56	9	19%
Francis Marion University	32	31	29	29	-3	-9%
Lander University	21	20	20	22	1	5%
Medical University of SC	154	127	121	144	-10	-6%
South Carolina State University	112	122	106	108	-4	-4%
Winthrop University	68	70	72	67	-1	-1%
University of South Carolina	425	427	470	462	37	9%
Vocational Rehabilitation	202	194	203	201	-1	0%
Workers' Compensation Commission	13	12	10	9	-4	-31%
TOTALS	17,272	17,655	16,380	16,047	-1225	-7%

* Includes State Fleet Management Motor Pool vehicles.

** Does not include School Buses or service vehicles,
which are not covered under SFM regulations.

*** Babcock Center owned vehicles not included.

Appendix G: Composition of Sedans and Station Wagons Owned by Agencies FY2003

Agencies	Full-size A4,A5,A6,C4	Intermediate A3,C3	Compact A2,C2	Subcompact A1	TOTAL
Adjutant General	2	2	1		5
Agriculture Department	2	12			14
Archives and History		4			4
Budget and Control Board	17	576	531		1124
Blind Commission		1			1
Commerce Dept - Admin and Aeronautics	1				1
Corrections	5	138	53		196
Deaf and Blind School	2	1	13		16
DHEC	3	194	18		215
DOT	8	259	104		371
Education Department	11	24			35
Election Commission		3			3
Employment Security Commission		7			7
ETV	2	1			3
Governor's Office - OEPP		3			3
Health and Human Services		4			4
John de la Howe		1			1
Juvenile Justice		51	33		84
Labor, Licensing and Regulation	1	12			13
Library, State		1			1
Lottery Commission	1				1
Mental Health Department	19	233	99	13	364
Natural Resources		22			22
PRT	3	16			19
Public Safety Department		55	5		60
Disabilities and Special Needs (5 Offices)	1	43	16		60
State Law Enforcement Division	1	13	3		17
Social Services	3	1			4
Technical-Comprehensive Education	4	1	1		6

Appendix G: Composition of Sedans and Station Wagons Owned by Agencies FY2003

Agencies	Full-size A4,A5,A6,C4	Intermediate A3,C3	Compact A2,C2	Subcompact A1	TOTAL
Citadel	2	2			4
Clemson University	2	82	39	1	124
Coastal Carolina University	2	4	2		8
Charleston University		4	1		5
Lander University	1	1			2
Medical University of SC	3	3	4		10
South Carolina State University	6	17	1		24
Winthrop University		4	2		6
University of South Carolina	5	58	15		78
Vocational Rehabilitation	1	1			2
TOTALS	108	1854	941	14	2917

Key to Vehicle Types:

A4, A5, A6 and C4: Fullsize, Executive and Prestige sedans and Fullsize station wagons.

A3 and C3: Midsize sedan and station wagon, respectively.

A2 and C2: Compact sedan and station wagon.

A1: Subcompact "sedans."

NOTES: Agencies not listed above do not own any of these types of vehicles.

The vehicles listed in this report do NOT include law enforcement vehicles.

Appendix H: Maintenance Facility Certifications FY2003

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
Aeronautics	on-site	M	M	M	M	M	M	M
Citadel	on-site	M	M	M	U	M	M	BM
Clemson University								
— Clemson Main shop	questionnaire							Q
— Agriculture and Engineering Dept.	questionnaire							Q
— Forestry Resources	on-site	M	N/A	M	M	M	M	M
— Simpson Station	on-site	M	N/A	M	U	M	M	BM
— Edisto Research and Education Ctr.	courtesy review							
— Coastal Research	on-site	M	M	M	U	BM	M	BM
— Sandhill Research	questionnaire							Q
Coastal Carolina University	on-site	M	N/A	M	U	M	M	BM
Deaf and Blind School	questionnaire							Q
Department of Corrections								
— Main Facility (Columbia)	on-site	M	M	M	M	U	M	BM
DHEC	questionnaire							Q
Department of Transportation								
— Abbeville	questionnaire							Q
— Aiken	questionnaire							Q
— Allendale	questionnaire							Q
— Anderson	courtesy review							
— Bamberg	questionnaire							Q
— Barnwell	questionnaire							Q
— Beaufort	questionnaire							Q
— Berkeley	on-site	M	M	M	M	M	M	M
— Calhoun	on-site	M	E	M	M	M	E	O
— Charleston North	on-site	M	M	M	M	M	M	M
— Cherokee	on-site	M	M	M	M	M	M	M
— Chester	on-site	M	M	M	M	M	M	M
— Chesterfield	questionnaire							Q
— Clarendon	on-site	M	M	M	M	M	M	M
— Colleton	questionnaire							Q
— Darlington	on-site	M	M	M	M	M	M	M

Appendix H: Maintenance Facility Certifications FY2003

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
— Dillon	questionnaire							Q
— Dorchester	questionnaire							Q
— DOT Depot	on-site	M	M	M	M	BM	M	M
— Edgefield	questionnaire							Q
— Fairfield	on-site	M	M	M	M	M	M	M
— Florence	on-site	M	M	M	M	M	M	M
— Georgetown	on-site	M	M	M	M	U	M	BM
— Greenville	on-site	M	M	M	M	M	M	M
— Greenwood	on-site	M	M	M	B	M	M	M
— Hampton	questionnaire							Q
— Horry	questionnaire							Q
— Jasper	questionnaire							Q
— Kershaw	questionnaire							Q
— Lancaster	on-site	M	M	M	M	M	M	M
— Laurens	questionnaire							Q
— Lee	questionnaire							Q
— Lexington	on-site	M	M	M	M	M	M	M
— Marion	on-site	M	M	M	M	M	M	M
— Marlboro	on-site	M	M	M	M	M	M	M
— McCormick	questionnaire							Q
— Newberry	on-site	M	M	M	M	M	M	M
— Oconee	on-site	M	M	M	M	M	M	M
— Orangeburg	on-site	M	M	M	M	M	M	M
— Orangeburg (Holly Hill)	questionnaire							Q
— Pickens	questionnaire							Q
— Richland	on-site	M	M	M	M	M	M	M
— Saluda	questionnaire							Q
— Spartanburg	questionnaire							Q
— Sumter	on-site	M	M	M	M	M	M	M
— Union	on-site	M	M	M	M	U	M	BM
— West Columbia	on-site	M	M	M	M	M	M	M
— Williamsburg	on-site	M	M	M	M	BM	M	M
— York (Rock Hill)	questionnaire							Q
— York no. 2 (York)	on-site	M	M	M	M	M	M	M

Appendix H: Maintenance Facility Certifications FY2003

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
Education Television	questionnaire							Q
Forestry Commission								
— Columbia	questionnaire							Q
— Florence	on-site	BM	M	M	M	M	M	M
— Kingstree	on-site	U	M	M	BM	M	M	M
— Manchester	on-site	M	M	M	M	M	M	M
— Newberry	questionnaire							Q
— Niederhof	questionnaire							Q
— Sandhill	questionnaire							Q
— Spartanburg	questionnaire							Q
— Taylor Nursery	questionnaire							Q
— Walterboro	on-site	U	M	M	M	M	M	BM
Francis Marion University	questionnaire							Q
Office of General Services								
— State Fleet Management	questionnaire							Q
John de la Howe	on-site	U	M	M	U	M	M	BM
Department of Mental Health								
— Crafts-Farrow	on-site	M	N/A	M	M	M	M	M
— Main Facility (Columbia)	on-site	M	N/A	M	M	M	M	M
— P.B. Harris Hospital	on-site	BM	M	M	U	M	M	BM
Dept. of Disabilities and Special Needs								
— Midlands Center	questionnaire							Q
State Law Enforcement Division	questionnaire							Q
University of South Carolina	questionnaire							Q
Dept. of Natural Resources	questionnaire							Q

O = Outstanding: exceeds established standards.

M = Meets established standards.

BM = Borderline Meets. Fails to meet established standards fully, but not to the point of being unsatisfactory.

U = Unsatisfactory. Fails to meet established standards. Facility must be improved immediately or face possible closure.

N/A = Not Applicable

Q = This facility was recertified by questionnaire. Official ratings are given only by on-site evaluations.

Appendix I: Maintenance Cost per Mile as Reported by Agencies, FY03

Agencies		Total Maintenance Cost	MCPM								
	Owned Miles			Sedan MCPM	Police MCPM	Pickups MCPM	Utility MCPM	Vans MCPM	GVWR >10K MCPM	Other Vehicles Mileage	See notes
Adjutant General Emergency Preparedness	1,453	\$ 2,412.00	1.6600								2
Agriculture Department	430,516	\$ 30,750.00	0.0714								2
Archives and History	125,705	\$ 2,048.31	0.0163								2
B&CB OGS State Fleet Mgmt	34,467,199	\$ 1,470,958.56	0.0427	\$0.040	\$0.036	\$0.039	\$0.045	\$0.051	\$0.121	4,826,006	1
Babcock Center (DDSN)											2
Blind Commission	252,920	\$ 6,996.38	0.0277			\$0.027		\$0.028			2
Commerce Dept - Aeronautics											2
Commerce Dept - Administration											2
Corrections Dept.	10,278,350	\$ 838,472.00	0.0816	\$0.048	\$0.075	\$0.099	\$0.091	\$0.071	\$0.111	599,390	
Deaf and Blind School	628,886	\$ 56,522.31	0.0899	\$0.065		\$0.176	\$0.211	\$0.092	\$0.096		
DHEC	9,031,210	\$ 386,636.14	0.0428	\$0.047	\$0.033	\$0.041	\$0.037	\$0.054	\$0.330	81,180	
Dept of Transportation	43,949,745	\$ 8,416,446.00	0.1915	\$0.076		\$0.115	\$0.051	\$0.113	\$0.322	2,520	
Election Commission	16,847	\$ 436.64	0.0259								2
Employment Security Commission	182,979	\$ 6,475.00	0.0354	\$0.028	\$0.559			\$0.028	\$0.112		
ETV	1,156,357	\$ 75,830.25	0.0656								2
Forestry Commission	2,020,170	\$ 347,220.90	0.1719	\$0.042		\$0.089	\$0.051	\$0.057	\$0.477		
Governor's School of the Arts											2
Governor's School of Science of Math											2
Governor's Office	33,325	\$ 1,451.32	0.0436	\$0.050				\$0.027			
Health and Human Services	6,932,195	\$ 96,402.74	0.0139								2
Housing Authority	389,146	\$ 10,282.49							\$0.026		2
John de la Howe	56,672	\$ 2,870.97	0.0507	\$0.017		\$0.121		\$0.031	\$0.022	5,097	
Juvenile Justice	1,505,565	\$ 135,872.36	0.0902							32,108	2
Labor, Licensing and Regulation	263,565	\$ 15,545.66	0.0590								2
Library, State	38,469	\$ 1,699.08	0.0442	\$0.044				\$0.044			
Dept of Mental Health	6,714,228	\$ 758,036.41	0.1129	\$0.087	\$0.062	\$0.124	\$1.073	\$0.116	\$0.231		
Natural Resources											2
Wil Lou Gray Opportunity School	27,482	\$ 2,341.29	0.0852			\$0.095	\$0.000	\$0.013	\$0.218	1,489	
PRT	1,967,614	\$ 115,014.00	0.0585	\$0.055		\$0.055	\$0.097	\$0.055	\$0.044		
Public Safety	48,491,727	\$ 2,132,968.61	0.0440	\$0.050	\$0.060	\$0.031	\$0.064	\$0.112	\$0.018	14,167,069	
Revenue											2

Appendix I: Maintenance Cost per Mile as Reported by Agencies, FY03

Agencies		Total Maintenance Cost	MCPM								
	Owned Miles			Sedan MCPM	Police MCPM	Pickups MCPM	Utility MCPM	Vans MCPM	GVWR >10K MCPM	Other Vehicles Mileage	See notes
Disabilities & Special Needs Central Office	1,322,186		0.0000								2
State Law Enforcement Division	9,423,354	\$ 187,834.18	0.0199								2
Social Services											2
Springdale Race Course											2
Technical-Comprehensive Education	67,925	\$ 9,289.24	0.1368	\$0.066		\$0.113	\$0.167	#DIV/0!	\$0.447		
Low Country Technical College	5,356	\$ 624.64	0.1166								
Citadel	99,779	\$ 34,155.71	0.3423	\$0.062		\$0.370	\$0.344	\$0.453	\$0.822	314	
Clemson University											2
Coastal Carolina University	565,393	\$ 36,323.38	0.0642	\$0.156	\$0.039	\$0.173	\$0.022	\$0.070	\$0.071		
College of Charleston	30,239	\$ 40,576.85	1.3419								2
Francis Marion University	99,931	\$ 24,310.01	0.2433		\$0.164	\$0.327		\$0.234	\$1.195	1,988	
Lander University											2
Medical University of SC	650,232	\$ 224,024.66	0.3445	\$0.092	\$0.111	\$0.343	\$0.094	\$0.194	\$0.777	3,160	
South Carolina State University											2
Winthrop University	98,677	\$ 49,900.64	0.5057	\$0.280		\$0.425	\$0.627	\$0.832			
University of South Carolina	3,088,156	\$ 360,155.00	0.1166	\$0.064	\$0.132	\$0.119	\$0.073	\$0.095	\$0.207	42,415	
Vocational Rehabilitation	2,255,634	\$ 114,435.48	0.0507	\$0.145		\$0.074		\$0.038	\$0.095	391,579	
TOTALS	186,669,420	\$ 15,995,319	\$ 0.086	\$ 0.051	\$ 0.058	\$ 0.101	\$ 0.058	\$ 0.076	\$ 0.300	\$ 0.000	

1. Figures for SFM include all vehicles leased to other agencies.
2. Agency did not report, or reported only incomplete information.
3. Agencies not shown were not obligated to report.

Appendix J: State Fleet Accidents, FY03

Agencies	FY01 Accidents	FY01 Injuries	FY01 Fatalities	FY02 Accidents	FY02 Injuries	FY02 Fatalities	FY03 Accidents	FY03 Injuries	FY03 Fatalities
Adjutant General	0	0	0	0	0	0	0	0	0
Adjutant General Emergency Preparedness				*	*	*	*	*	*
Agriculture Department				0	0	0	0	0	0
Alcohol and Other Drug Abuse	2	0	0	1	0	0	1	0	0
Archives and History	0	0	0	0	0	0	0	0	0
Arts Commission				0	0	0	2	0	0
Attorney General	4	0	0	0	0	0	0	0	0
Myrtle Beach Redevelopment Authority				*	*	*	*	*	*
B&CB Internal Operations	5	1	0				7	1	0
B&CB Local Government									
B&CB Office of Human Resources									
B&CB OGS Executive Management									
B&CB OGS State Fleet Management									
B&CB Office of Information Resources									
B&CB Research and Statistics									
B&CB Retirement System									
Babcock Center	34	6	0	25	4	0	32	5	0
Blind Commission	0	0	0	1	0	0	4	3	0
Business Carolina, Inc.				0	0	0	1	0	0
Central Midlands Council of Governments				*			*	*	*
Commerce Dept. - Aeronautics							0	0	0
Commerce Dept. - Administration				1	0	0			
Comptroller									
Consumer Affairs	0	0	0	0	0	0	0	0	0
Corrections	132	1	0	90	4	0	31	0	0
Deaf and Blind School	6	0	0	14	1	1	2	0	0
DHEC	19	0	0	28	0	0	16	0	0
DOT	49	12	0	68	21	0	81	29	3
Education Department				*	*	*	*	*	*
Election Commission	2	0	0	0	0	0	1	0	0
Employment Security Commission	0	0	0	1	0	0	0	0	0
Ethics Commission							*	*	*
ETV	4	1	0	3	0	0	9	1	0
First Steps									
Forestry Commission	9	1	0	3	1	0	6	3	1

Appendix J: State Fleet Accidents, FY03

Agencies	FY01 Accidents	FY01 Injuries	FY01 Fatalities	FY02 Accidents	FY02 Injuries	FY02 Fatalities	FY03 Accidents	FY03 Injuries	FY03 Fatalities
Governor's School of the Arts				2	0	0	0	0	0
Governor's School of Math and Science				*			*	*	*
Governor's Office				0	0	0	1	2	0
Health and Human Services	112	19	0	16	0	0	29	19	0
Higher Education Commission				0	0	0	0	0	0
Housing Authority	0	0	0	2	0	0	3	0	0
Human Affairs Commission				0	0	0	0	0	0
Insurance Department	1	0	0	1	0	0	0	0	0
John de la Howe	0	0	0	3	0	0	1	0	0
Juvenile Justice	5	0	0	7	1	0	7	1	0
Labor, Licensing and Regulation	2	0	0	8	1	0	7	1	0
Library, State	0	0	0	0	0	0	0	0	0
Lottery Commission				0	0	0	0	0	0
Mental Health Department	61	12	0	64	15	0	68	5	0
Minority Affairs				*			*	*	*
Museum Commission	0	0	0	0	0	0	0	0	0
Natural Resources	40	4	0	34	6	0	40	6	1
Opportunity School (Wil Lou Gray)				0	0	0	1	0	0
Patriots Point				0	0	0	0	0	0
Probation, Parole and Pardon	52	12	0	44	13	0	27	5	0
PRT	5	0	0	3	1	0	1	0	0
Public Safety	363	40	0	402	58	0	395	56	0
Public Service Commission				0	0	0	0	0	0
Revenue and Taxation				0	0	0	0	0	0
Disabilities & Special Needs, Central Office	2	0	0	7	0	0	2	0	0
DDSN Coastal Center									
DDSN Midlands Center									
DDSN Pee Dee Center									
DDSN Whitten Center									
Sea Grant Consortium	0	0	0	0	0	0	0	0	0
Secretary of State							*	*	*
State Law Enforcement Division	52	5	0	40	6	0	64	9	0
Social Services				75	0	0	*	*	*
Springdale Race Course							*	*	*
State Accident Fund				0	0	0	0	0	0

Appendix J: State Fleet Accidents, FY03

Agencies	FY01 Accidents	FY01 Injuries	FY01 Fatalities	FY02 Accidents	FY02 Injuries	FY02 Fatalities	FY03 Accidents	FY03 Injuries	FY03 Fatalities
Trident Technical College									
Technical-Comprehensive Education	0	0	0	0	0	0	0	0	0
Denmark Technical College									
Florence-Darlington Technical College									
Greenville Technical College									
Low Country Technical College									
Orangeburg Technical College									
Williamsburg Technical College									
Citadel	6	0	0	7	0	0	3	0	0
Clemson University	28	2	0	26	0	0	14	1	0
Coastal Carolina University	6	0	0	3	0	0	3	0	0
College of Charleston	10	0	0	11	0	0	2	0	0
Francis Marion University	0	0	0	0	0	0	0	0	0
Lander University	0	0	0	0	0	0	0	0	0
Medical University of South Carolina	4	0	0	6	3	0	9	0	0
South Carolina State University							*	*	*
Winthrop University	0	0	0	2	0	0	2	0	0
University of South Carolina				47	0	0	41	0	0
Vocational Rehabilitation	9	2	0	11	4	0	4	2	0
Workers' Compensation Commission	0	0	0	0	0	0	0	0	0
TOTALS	1024	118	0	1056	139	1	917	149	5

Appendix K: Alternative Fuel Purchase Requirements

Energy Policy Act (EPAct)

Year	Federal Requirements	State Requirements	Fuel Provider Requirements	Municipal, Private Requirements (Proposed)
1997	25%	10%	30%	
1998	33%	15%	50%	
1999	50%	25%	70%	
2000	75%	50%	90%	20%
2001	75%	75%	90%	20%

NOTE: The above data depicts the percentage of qualifying new vehicles purchased that must use alternative fuel.

Department of Energy

State Government Advisory (dtd. March 13, 1996)

In response to public comments and consistent with the Act, the principal modifications to the proposed rule published Feb. 28, 1995, include.

*Delaying for one year, until Model Year 1997 (September 1, 1996), the start date of the statutory Alternative Fuel Vehicle acquisition schedule.

* A 12-month period to allow a state time to apply for and obtain approval of an Alternative State Plan for state fleets.

*Allocation of credits to state government fleets and covered fuel providers for newly acquired medium and heavy duty alternative fueled vehicles if their acquisition requirements are exceeded.

Appendix L: Affected Alternative Fuel Vehicle Purchases, FY2003

State Agencies	No. Affected New Buys MY2003	75% of Affected new buys MY2003*	No. AFVs purchased MY 2003	Surplus/ Deficit AFV Purchase
Adjutant General	2	2	0	(2.00)
Agriculture Department	1	1	1	0.00
Archives and History	1	1	1	0.00
B&CB OGS Executive Management	6	5	0	(5.00)
B&CB OGS State Fleet Management	277	208	166	(42.00)
B&CB Research and Statistics	1	1	0	(1.00)
Blind Commission	3	3	3	0.00
Commerce Department - Administration	1	1	0	(1.00)
DHEC	47	36	40	4.00
DOT	169	127	61	(66.00)
ETV	1	1	0	(1.00)
Forestry Commission	2	2	0	(2.00)
Health and Human Services	10	8	10	2.00
Labor, Licensing and Regulation	2	2	1	(1.00)
Lottery Commission	1	1	0	(1.00)
Mental Health	30	23	20	(3.00)
Natural Resources	0	0	1	1.00
Opportunity School (Wil Lou Gray)	1	1	1	0.00
Public Safety Department	0	0	3	3.00
Disabilities and Special Needs	3	3	3	0.00
Springdale Race Course	1	1	0	(1.00)
Technical-Comprehensive Education Board	1	1	0	(1.00)
Citadel	2	2	0	(2.00)
Clemson University	26	20	11	(9.00)
Coastal Carolina University	3	3	0	(3.00)
Charleston University	1	1	0	(1.00)
Lander University	1	1	0	(1.00)
Winthrop University	3	3	0	(3.00)
University of South Carolina	9	7	4	(3.00)
STATE TOTALS	605	465	326	(139.00)
Actual Affected Vehicle Buys Model Year 2003				
* Per EPAct 92 required purchases are rounded to the next highest whole number.				
** Agencies not listed had no qualifying purchase obligation during the specified time.				

Appendix M: State of South Carolina Vehicle Utilization Criteria

The following utilization criteria are established for the categories of vehicles indicated.

SPECIAL PURPOSE VEHICLES

Definition: Special purpose vehicles are those designed or adapted for specialized use other than providing transportation for personnel, supplies, or equipment. Such vehicles have limited or no capacity for practical utilization in a general-purpose role. Includes marked and unmarked police vehicles; fire, ambulance and emergency vehicles; utility maintenance trucks, refuse trucks, and similar vehicles with specialized engine or mounted equipment designed for specified task accomplishment.

Utilization Criteria: No specific utilization criteria are set for special purpose vehicles. Instead, the need for these vehicles will be determined on a case-by-case basis, taking into consideration such factors as the purpose of the vehicle, the organization's mission, and statutory requirements for such vehicles.

GENERAL PURPOSE VEHICLES

Definition: General purpose vehicles are vehicles designed for normal commercial or private ownership and use in transporting personnel and cargo.

Utilization Criteria: The following utilization criteria are established for general purpose vehicles of 10,000 pounds Gross Vehicle Weight Rating (GVWR) or less:

Vehicles Within Their Life Cycle: (As defined by State Fleet Management in the *State Motor Vehicle Management Manual* - extract attached). In order for these vehicles to be considered efficiently utilized, records must indicate that they satisfy either a minimum "mileage" utilization criteria or a minimum "frequency of use" criteria.

Mileage Utilization Criteria: Whenever a vehicle is reviewed to determine if it meets the mileage utilization criteria, the reviewer should examine the utilization of that vehicle over its entire life, up to the date of the review. This criteria is determined by dividing the expected lifetime mileage of a particular class of vehicle by the expected lifetime *maximum* age of that class (in months) (Appendix K - *Motor Vehicle Management Manual* - attached), then multiplying the result by the number of months the vehicle has been in service.

Example: A compact sedan which has been in service thirty-two months is reviewed for utilization. At the time of the review, the sedan has accrued 24,000 miles.

$75,000 \text{ miles} / 72 \text{ months} = 1042 \times 32 \text{ months} = 33,344$

During its time in service, the sedan should have accrued 33,344 miles; therefore, it *does not meet* the minimum mileage utilization criteria.

Frequency of Use Criteria: For all classes of vehicles, the vehicle must have been used an average of 75% of the State workdays during the twelve calendar months preceding the review.

Example: Same compact sedan, 24,000 accrued miles, used on 200 days during the last twelve calendar months.

$260 \text{ annual workdays} \times .75 = 195 \text{ days}$

Vehicle *meets* minimum "frequency of use" criteria.

Vehicles Beyond Their Expected Life Cycle: The retention of vehicles beyond their recommended life (in age or mileage) is discouraged, since these vehicles will inevitably lead to increased fleet maintenance costs. It is recognized, however, that some agencies' budget constraints necessitate retention of older vehicles. Therefore, those vehicles must meet *either* of the following utilization criteria:

Frequency of Use Criteria: The vehicle must have been used an average of 50% of the State workdays during the last twelve calendar months preceding review.

Cost Benefit Criteria: The total current cost per mile (CPM) of retaining and operating the vehicle must not exceed the total average CPM of the same class of "within life cycle" vehicles. In the event it is necessary to repair these vehicles, the Economic Repair Criteria established by State Fleet Management applies, and agencies should follow the current announced procedures for using that criteria. The following types of vehicles are exempted from these utilization criteria:

- Special purpose vehicles (see preceding definition)
- Vehicles of more than 10,000 pounds GVWR.
- Vehicles assigned to law enforcement Officers
- Vehicles assigned to statewide elected State officials.
- Vehicles assigned to agency heads.
- Vehicles assigned to employees for emergency response purposes.

Exception: Agencies having vehicles which do not meet the utilization criteria established above may submit justification, by letter, to SFM, for retention of these vehicles. This justification should be sufficiently detailed to allow SFM to make an informed decision concerning the agency's need for the vehicle.



State Vehicle Management Review, FY2003

SC Budget and Control Board
General Services Division
State Fleet Management